TYLER, TEXAS

ANNUAL CATALOGUE 1977-1978

ANNOUNCEMENT OF COURSES 1978-1979

TYLER JUNIOR COLLEGE

EAST FIFTH STREET

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ANNUAL CATALOGUE

1977 - 1978

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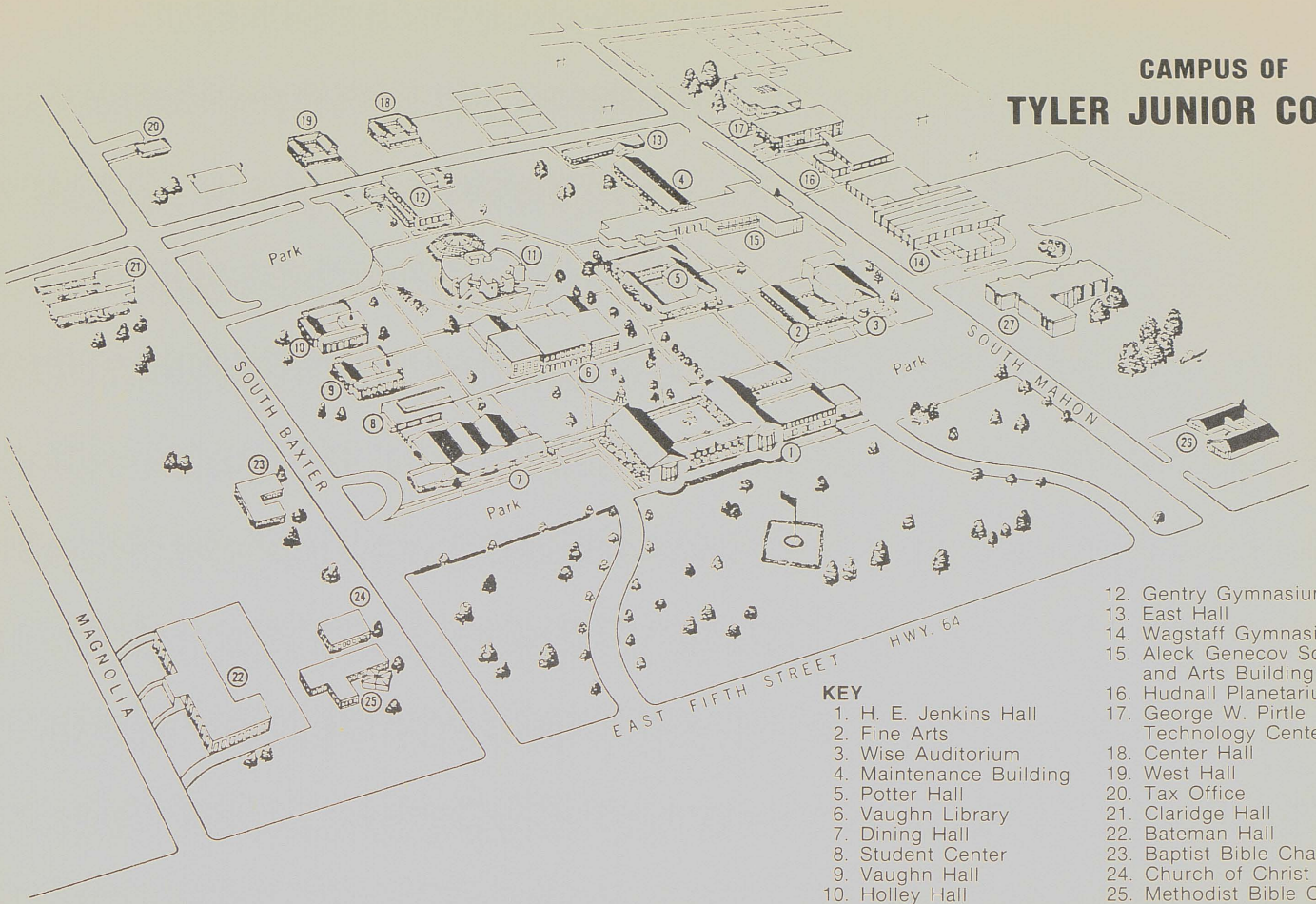
TYLER, TEXAS

AN EQUAL OPPORTUNITY EMPLOYER

CAMPUS OF
TYLER JUNIOR COLLEGE



KEY

1. H. E. Jenkins Hall
2. Fine Arts
3. Wise Auditorium
4. Maintenance Building
5. Potter Hall
6. Vaughn Library
7. Dining Hall
8. Student Center
9. Vaughn Hall
10. Holley Hall
11. Bonna Bess Vaughn Conservatory
12. Gentry Gymnasium
13. East Hall
14. Wagstaff Gymnasium
15. Aleck Genecov Science and Arts Building
16. Hudnall Planetarium
17. George W. Pirtle Technology Center
18. Center Hall
19. West Hall
20. Tax Office
21. Claridge Hall
22. Bateman Hall
23. Baptist Bible Chair
24. Church of Christ Bible Chair
25. Methodist Bible Chair
26. Presbyterian Bible Chair
27. Tyler Museum of Art

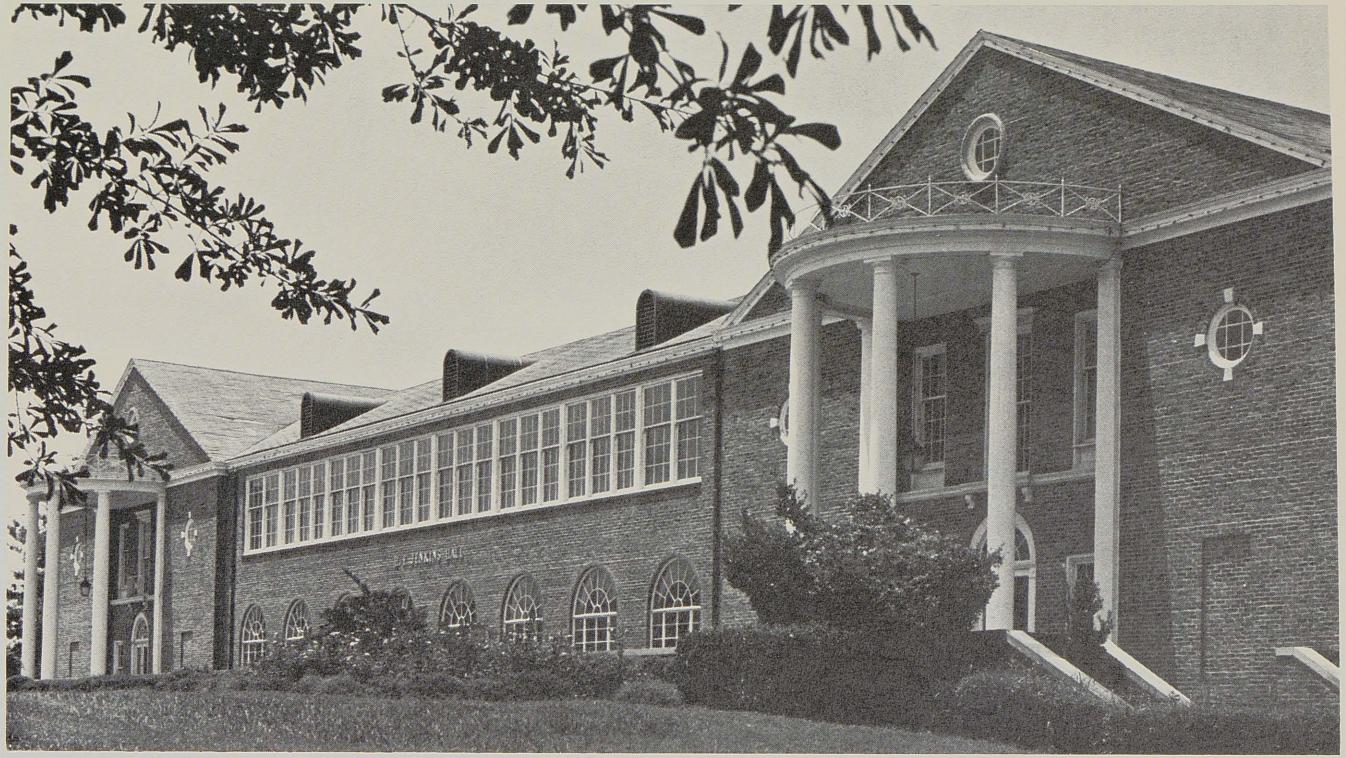
ADVANCE REGISTRATION

The Administrative offices are open throughout the summer for advance registration. Thorough and leisurely counseling is available on degree plans, technical courses and vocations. Students may arrange appointments from 8 a. m. until 3 p. m. Mondays through Fridays.

FALL SEMESTER	1977
Advance Registration	May 30 - August 19
General Faculty Meetings	August 20 - 22
Registration	August 23, 24, 25
Freshman Orientation	August 26, 27
Last day to register without paying late fee	August 25
First day of classes	August 29
Last day to change schedule	September 2
Mid - semester grades due	October 24
Advance Registration for spring semester	October 31
Last day to drop a course with a grade of X	November 18
Thanksgiving holidays	November 24 - 25
Beginning of final exams	December 12
Last day of Fall semester	December 16

SPRING SEMESTER	1978
General Faculty Meeting	January 6
Registration	January 9, 10, 11
Last day to register without paying late fee	January 11
First day of classes	January 16
Last day to change schedule	January 20
Mid - semester grades due	March 13
Spring holidays (inclusive)	March 24 - 31
Last day to drop a course with a grade of X	April 14
Beginning of final exams	May 8
Last day of spring semester	May 12
Commencement	May 16

SUMMER SESSION	1978
Registration for First Term	June 2
Classes Begin	June 5
First Term Ends	July 14
Registration for Second Term	July 17
Classes Begin	July 18
Second Term Ends	August 25



H. E. JENKINS HALL

BOARD OF TRUSTEES

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Hubert Tunnell ..... Second Vice-President

Ava Lea Gentry ..... Secretary

Maxene Robinson ..... Assistant Secretary

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Earl C. Andrews

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Dr. Patrick R. Thomas

Dr. Jim M. Vaughn

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B. S., Kansas State College; M. A., The University of Missouri;
Ph. D., The University of Texas - Austin

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L. L. D., Ambassador College

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B. B. A., M. B. A., The University of Texas - Austin

Jacqueline Adams ..... Art
B. A., Centenary College; M. A., Stephen F. Austin State University

Mary Boggs Adams ..... English
B. S., East Texas State University; M. L. A., Southern Methodist University

Thomas W. Akins ..... English
B. A., Texas A&M University; M. A., Southern Methodist University

Billy Wayne Andrews ..... Physical Education — Football Coach
B. A., Trinity University

John W. Appling ..... Respiratory Therapy
Registered Respiratory Therapist

Jo Anne Askins ..... Chemistry
B. S., Oklahoma Baptist University; M. S., University of South Dakota

Albert Baade ..... Director, Continuing Education Department
B. A., Baylor University

Ray Bagwell ..... Chairman, Department of Government and Economics
B.A., Baylor University; M.S., East Texas State University

Brenda Jane Baker ..... Music
B. M. Ed., Texas Christian University

Mariann Baker ..... Mathematics
B. S., University of Houston; M. S., East Texas State University

Robert M. Ballard ..... History
B. A., Culver-Stockton College; M. S., Ph. D., East Texas State University

Michael D. Banks ..... Dental Hygiene
B. A., D. D. S., Baylor University

James F. Barnes ..... Economics
B. A., Mississippi College; M. A., The University of Mississippi

Lethan A. Barnes ..... Counselor
B. S., M. A., Texas A&M University

Donald R. Barnett ..... Respiratory Therapy Coordinator
A. A., Tyler Junior College, Certified Respiratory Therapist

Richard Barrett III ..... Business Administration
B. B. A., The University of Texas - Austin

Joe B. Beam ..... Business and Real Estate Management
B. B. A., North Texas State University
J. D., South Texas College of Law

Charles W. Beatty Jr. ..... Hearing Aid Specialist Technology
B. S., The University of Texas - Arlington

FACULTY (Continued)

Harvey O. Beckendorf ..... Religious Studies
Director, Methodist Bible Chair
B. S., The University of Houston; M. Th., Perkins School of Theology

Charles D. Bennett ..... Business Administration
B. S., Southeastern State College; M. S., Oklahoma State University

Gladys Best ..... Music
B. M., M. A., Stephen F. Austin State University

Floyd G. Betts, Jr. ..... Radiologic Technology
B. S., Southwestern University - Georgetown;
M. D., University of Texas Medical Branch - Galveston

Jack W. Betts ..... Director, Industrial Department, Drafting
B. S., M. Ed., East Texas State University

Sue Betts ..... Library Assistant
B. S., M. Ed., East Texas State University

Lawrence Birdsong, Jr. ..... Speech, Drama
B. A., Baylor University; M. A. East Texas State University

Howard E. Branum ..... Physics
B. S., M. Ed., Stephen F. Austin State University

Ray Breedlove ..... Agriculture
B. S., Texas A&M University

Edwin S. Brogdon ..... Business Administration
B. B. A., M. B. A., East Texas State University

Deborah Brown ..... Dental Hygiene
Dental Hygienist

Pamela Kay Brown ..... Secretarial Science
B. S., M. S., Northwestern State College

Jean Browne ..... Chairman, Department of Speech and Drama
B. A., Mt. Holyoke College; B. A., Carnegie Institute of Technology
M. F. A., The University of Texas; Ph. D., State University of Iowa

B. T. Bryant ..... Mathematics
B. S., M. S., East Texas State University

Julius Buchanan ..... Petroleum Technology, Chairman,
Technician Department
B. S., The University of Texas; M. S., East Texas State University

Paula Buck ..... English
B. A., Texas A&I University; M. A., Stephen F. Austin State University

Dennis L. Burgner ..... Dental Hygiene
B. S., Bethany Nazarene College;
D. D. S., University of Texas School of Dentistry - Houston

Don S. Burket ..... Government
B. A., M. A., Austin College

John Maxwell Burket ..... Geology
B. A., M. S., Baylor University

Alice Frances Burton ..... Nursing
B. S. N., Northwestern State University of Louisiana

Mary Burton ..... English
B. A., M. A., Sam Houston State University

Noamie Ruth Byrum ..... English
B. A., M. A., Stephen F. Austin State University

Joseph Paul Calvert ..... Bank Management
B. B. A., University of Oklahoma; M. B. A., North Texas State University

FACULTY (Continued)

Irene Camp ..... Radiologic Technology
Registered Radiologic Technologist, A. S., Tyler Junior College

James W. Campbell ..... Mid-Management
B. B. A., Baylor University

Merrill Cantrell ..... Electronic Data Processing
A. A., Tyler Junior College

Anna Marie Carpenter ..... Director of the Apache Belles
B. A., Texas Christian University; M. S., Texas Woman's University

M. Carroll Cassel ..... Mid-Management
B. B. A., Stephen F. Austin State University; M. B. A., East Texas State University

Judith Caswell ..... English
B. A., M. A., Stephen F. Austin State University

Kathryn Cates ..... Secretarial Science
B. S., East Texas State University

Lorace Catterson ..... Economics
B. S., Northwest Missouri State College; M. Ph., The University of Wisconsin

Charles J. Cavanaugh ..... Chairman, Department of Art
B. F. A., Louisiana College; M. A., North Texas State University;
M. F. A., Stephen F. Austin State University

Mary Chartier ..... Nursing
B. S. N., University of Missouri

Robert H. Clemmons, Jr. ..... Director of Student Financial Aids
B. S., Stephen F. Austin State University

Louise Clinkscales ..... Chairman, Department of Business Administration
B. B. A., Baylor University; M. B. A., East Texas State University

Ervin Jean Coleman ..... Nursing
B. S., University of Texas - Austin

Milford T. Collins ..... History
B. A., East Texas Baptist College; M. A., Stephen F. Austin State University

Pat Jean Cook ..... English
B. A., M.L.A., Southern Methodist University

Patrick A. Cowan ..... Biology Laboratory
B. S., Stephen F. Austin State University

David W. Crawford ..... Speech
B. S., North Texas State University;
M. A. Stephen F. Austin State University

Dorothy M. Creekmore ..... Secretarial Science
B. S., M. S., East Texas State University

Jerry Crockett ..... Business Administration
B. B. A., Texas Eastern University

Linda Joyce Cross ..... History
B. S., M. A., Stephen F. Austin State University

Robert C. Cullins, Jr. ..... Counselor
B. S., M. Ed., Northwestern State University of Louisiana

Felder Cullum ..... Chairman, Department of Behavioral Science
B. S., University of Maryland; M. Ed., Ed. D., North Texas State University

Charles Cunningham ..... Electronics
F.C.C. Licensed Radio-Television Engineer

FACULTY (Continued)

George Michael Cunningham ..... Chemistry
B. A., Howard Payne College; M. S., West Texas State University

Lowell D. Dailey ..... Electronics
B. S., Ottawa University; M. Th., Dallas Theological Seminary

Kenneth Dance ..... Business Manager
B. B. A., Baylor University, Certified Public Accountant

Joe W. Dark ..... Air Conditioning and Refrigeration

Clyde Davenport ..... Ophthalmic Technician and Dispensing
Certified Ophthalmic Dispenser

Marvin P. Davis ..... Chairman, Department of Mathematics
B. S., Lamar University; M. A., Louisiana State University

Ronald Pat Day ..... Religious Studies
B. A., Austin College; M. Th., D. M. Southern Methodist University

Jerald R. Debenport ..... Electronics
B. S., East Texas State University

David Demic ..... Mathematics
B. A., Texas Technological College; M. A., The University of Texas - Austin

Pauline Dietz ..... Vocational Nursing
Registered Nurse

Billy Jack Doggett ..... Director of Student Activities
B. S., M. Ed., Stephen F. Austin State University

Fayrene Elliott ..... Secretarial Science
B. S., M. S., East Texas State University

Linda A. Ellis ..... English
B. A., M. A., East Texas State University

Truett T. Ellis ..... Fire ProtectionTechnology
Licensed Fire Protection Instructor

Donald Emmitte ..... Religious Studies, Director, Baptist Student Union
B. S., Texas A&M University; M. Div., Southwestern Baptist Theological Seminary

Felix Exelbierd ..... Dental Assisting
D. D. S., University of Tennessee College of Dentistry

Lena Exum ..... English
B. A., Mississippi State College for Women; M. A., University of New Mexico

Steven E. Faber ..... Farm and Ranch Management
B. S., Sam Houston State University

Jerri Lynn Faircloth ..... Nursing
B. S. N., Texas Woman's University

Annelle Fowler ..... Mathematics
B. S., Baylor University; M. S., Ed. D., East Texas State University

Judith Frazier ..... Nursing
B. S. N., Texas Woman's University

Frances Friedman ..... Director, Hudnall Planetarium

Donald C. Gaiser ..... Business Administration
B. A., University of Texas - Austin; M. B. A., Southern Methodist University

Ava Lea Gentry ..... Executive Administrative Assistant
A. A., Tyler Junior College

Blanche G. Gibson ..... Home Economics
B. A., University of Louisville; M. A., Columbia University

FACULTY (Continued)

Fletcher Gibson ..... Physical Education
B. S., Southern Methodist University; M. A., Columbia University

Walter R. Gibson ..... Bank Management
B. B. A., J. D., Baylor University

Alfred Gilliam ..... Choreographer

Robert Glover ..... History
B. A., M. A., Stephen F. Austin State University
Ph. D., North Texas State University

Ray Winston Goens Jr. ..... Religious Studies
B. A., Centenary College; M. Th., Southern Methodist University

Gus Gordon ..... Business Administration
B. A., University of Texas - Austin; M. S., Baylor University; Certified Public Accountant

Steve Earl Green ..... Mathematics
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Cecil Greer ..... History
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Dale E. Groom ..... Ornamental Horticulture; Curator, Bonna Bess Vaughn Conservatory
B. S., Stephen F. Austin State University

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B. S., Southeastern State College; M. B. A., East Texas State University

Lynda G. Gunter ..... Medical Laboratory
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Marianne Haralson ..... Journalism Director of Publications and Publicity
B. S., North Texas State University; M. S., East Texas State University

Millard T. Harkrider ..... Electronic Data Processing
B. S., Texas Tech University; M. S., University of Tennessee

Sarah H. Harrison ..... English
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Paul Louis Harrup ..... Real Estate Management
B. B. A., Baylor University

John Wilton Hart ..... Business Administration
B. B. A., Texas Tech University; Certified Public Accountant

Ruth LaNelle Hart ..... Nursing Home Administration
Registered Nurse

John Howard Hays ..... Spanish
B. A., Stephen F. Austin State University;
M. A., University of Houston

Charles Hayden ..... Veterans Counselor
B. S., M. S., East Texas State University

John Head ..... Agriculture
B. A., East Texas State University; M. A., Sam Houston State University

Larry Heath ..... Religious Studies; Director, Campus Christian Center
B. A., Abilene Christian College

FACULTY (Continued)

Carolyn Hendon ..... English
B. A., University of Oklahoma; M. S., Illinois State University

Ernest E. Hendrix, Jr. ..... Surveying
B. S., Texas A&M University

Marguerite Hewitt ..... Psychology; Assistant Librarian
B. S., M. Ed., East Texas State University

Danny L. Hickman ..... English
B. S., M. Ed., North Texas State University

Milton W. Higgins ..... Business Administration
B. A., B. S., Southwestern State University;
M. Ed., Ed. D., University of Oklahoma

James H. Hill ..... Chemistry
B. S., Lamar University; M. S., University of Arizona

Wayne Hill ..... Physical Education, Assistant Football Coach
B. S., M. Ed., Sam Houston State University

Erwin L. Hiltscher ..... Graphic Communication

M'Liss Stewart Hindman ..... Speech
B. A., Texas Tech University; M. A., University of Houston

Lynette Hobbs ..... Medical Laboratory
B. S., Baylor University

Loretta Holbrook ..... English
B. S., M. A., Stephen F. Austin State University

Billy Hood ..... Farm and Ranch Management
B. S., Texas A&M University

James William Hooper ..... Dental Hygiene
D. D. S., University of Texas - Houston

Ramon Allen Hooper ..... Dental Hygiene
D. D. S., The University of Texas - Houston

David Hudson ..... Government
B. A., Stephen F. Austin State University;
B. S., M. A., North Texas State University

Laura Joan Hunt ..... English
B. A., M. A., Columbia University

Elmer E. Hyden ..... Assistant Director of Technology Division
B. A., Baylor University; M. A., Southwest Texas State University

Marie Jackson ..... Nursing
B. S. N., Baylor University; M. Ed., Texas Eastern University

Iva Jenkins ..... Library Assistant

James W. Jenkins ..... Government
B. A., J. D., University of Texas - Austin

Wiley W. Jenkins ..... History, Government, and Chairman of Social Science Department
B. S., The University of Mississippi; Ph. D., The University of Texas

Anna L. Johnson ..... Chairman, Dental Department
Certified Dental Hygienist, University of Louisville;
B. S., Indiana State University

J. W. Johnson ..... Music
B. M., M. M., North Texas State University

James David Johnson ..... Fire Protection Technology

FACULTY (Continued)

Wynoma Johnson ..... Art
B. A., M. S., East Texas State University

John W. Johnston ..... English
B. A., Ouachita University; M. Th., Southwest Baptist Theological Seminary; M. A., Pittsburg State University

Joan Jones ..... Secretarial Science
B. S., Tennessee Technological University

Peter E. Jones ..... History
B. S., M. A., Tennessee Technological University; Ph. D., University of Oklahoma

Thomas Jerry Joyner ..... Mathematics
B. S., Mississippi College; M. A., University of South Carolina

James E. Justice ..... Economics
B. S., M. S., Texas Tech University

Charles E. Keasler ..... Real Estate Management
B. A., North Texas State University

Elton Wayne Keith ..... History
B. A., M. A., Baylor University; M. A., Peabody College

Johnnye Kennedy ..... Assistant Librarian
B. A., M. L. S., Texas Woman's University

Sherri Kennedy ..... Nursing
B. S. N., Northwestern State University

Hugh A. Kenner ..... Business Administration
B. B. A., M. B. A., East Texas State University

Edward C. Ketchum ..... Drafting
B. S., Southeastern State College; M. E., East Texas State University

Frank Kimlicko ..... Music
B. M., North Texas State University; M. M., Southern Methodist University

James Ross Kimmel ..... Sociology
B. S., M. S., Baylor University; M. Ph., Yale University

Coline King ..... Director, Audio-Visual Aids

Emogene King ..... Secretarial Science
B. B. A., North Texas State University

Joseph Kirshbaum ..... Chairman, Department of Music
B., M., M. M., Yale University

Fred C. Kniffen ..... Recreation Leadership, Tennis
B. B. A., Hardin Simmons University

David Knotts ..... Recreation Leadership
B. S., Brigham Young University

Milton J. Lacefield, Jr. ..... Counseling
B. A., M. A., Northwestern State University

Sheron Lacefield ..... Psychology, Counseling
B. Ed., M. Ed., Northwestern State University

Willie Lankford ..... English
B. A., Texas Woman's University; M. A., Stephen F. Austin State University

Rebecca Laughlin ..... Psychology, Sociology
B. S., M. Ed., Stephen F. Austin State University

Jerry Leard ..... Assistant Academic Dean
B. M., Stephen F. Austin State University; M. Ed., The University of Texas - Austin

Elizabeth H. Lee ..... Mathematics
B. S., Northwestern University; M. A., East Texas State University

FACULTY (Continued)

Eugene Levy ..... History
B. A., The University of Texas; M. A., Hebrew Union College

James N. Lewis ..... Government, Economics
B. S., M. A., North Texas State University

Kenneth D. Lewis ..... Dean of Admissions, Registrar
B. S., Texas A&M University; M. S., East Texas State University

David J. Ligon ..... Government
B. S., Portland State College; M. S., Eastern New Mexico University

Philip E. Lindley ..... Dental Hygiene
B. S., Purdue University; D. D. S., Indiana University

Patricia L. Logan ..... Journalism
B. J., University of Texas - Austin; M. A., East Texas State University

Eugene B. Long ..... Counselor
B. A., Wiley College; M. A., University of Michigan

Leslie Lowe ..... Secretarial Science
B. S., East Texas State University

Tom B. Lynch ..... English
B. A., M. A., East Texas State University

Nancy A. Lynn ..... Dental Assisting
Certified Dental Assistant

Bridget C. Mann ..... Foreign Language
B. A., University of Houston; M. A., Stephen F. Austin State University

Clarice Martin ..... Assistant Librarian
B. S. E., Southern State College

Gordon Martin ..... Learning Resources Center Technician
A. S., Tyler Junior College

Jefferson H. Martin ..... Mathematics
B. S. E., Southern State College; M. A., University of Arkansas

Jo Ann Martin ..... Radiologic Technology, Chairman, Hospital Technicians Department
Registered Radiologic Technologist

Verna Martin ..... Counselor
B. A., Texas Woman's University

Dave Matthews ..... Religious Studies
B. S., Stephen F. Austin State University; M. Th., Dallas Theological Seminary

Gerald Matthews ..... Mathematics
B. S. M. E., M. S. M. E., University of Texas

Dennis Mayfield ..... Biology Laboratory
B. S., Texas A&M University

Barbara McCullough ..... Nursing
Registered Nurse

Loretta McGehee ..... English
B. A., Southern Methodist University; M. A., East Texas State University

Cynthia McKinley ..... Secretarial Science
B. B. A., B. Ed., Pan American University

Evelyn McManus ..... Director, Vaughn Library
B. A., Southwestern University; M. S., East Texas State University

Mary Jane McNamara ..... Library Assistant

Jane Megason ..... Nursing Home Administration

FACULTY (Continued)

Melba Metler ..... Secretarial Science
B. S., East Texas State University

Robert E. Meyer ..... Chairman, Management Department
B. B. A., East Texas State University

Ann Davis Miller ..... Art
B. A., M. A., Stephen F. Austin State University

Eugene L. Miller ..... Mid-Management
B. B. A., Southern Methodist University

Mary Evelyne Miller ..... Chemistry Laboratory
B. S., Texas Woman's University

H. F. Mills ..... History
B. A., M. A., Rice University

James Rand Milstead ..... Psychology
B. A., Texas Tech University; B. S., M. A., Ph. D., University of Houston

Randall Milstead ..... Physical Education, Basketball Coach
B. A., M. Ed., Stephen F. Austin State University

Bennie C. Mims ..... Law Enforcement
B. S., University of Texas - Arlington

Richard T. Minter ..... Director of Technology Division
B. S., M. Ed., Sam Houston State University

Charles G. Moore ..... Mathematics
B. S., University of Texas - Austin; M. S., Stephen F. Austin State University

Wanda Janelle Moore ..... Chairman, Vocational Nursing Department
Registered Nurse

Bobby Wayne Morgan ..... Electronics

Blanche Louise Moss ..... Dental Hygiene
A. S., Tyler Junior College

George K. Mueller ..... Piano
B. Ph., University of Chicago; B. M., M. M., American Conservatory of Music

Roy Arthur Mundt ..... Air Conditioning

Sherry Munn ..... Psychology
B. S., M. S., East Texas State University

James Murray, Jr. ..... English
B. A., Baylor University; M. A., The University of Texas

Mary Kathlyn Neill ..... Secretarial Science
B. A., East Texas State University

Monty Lee Newman ..... Drafting
B. S., M. Ed., East Texas State University

David Nichols ..... Dental Hygiene
B. A., University of Texas - Austin; D. D. S., University of Tennessee Medical Units - Memphis

Fred Nichols ..... Bank Management
B. B. A., Baylor University

Margie Noel ..... History
B. A., Austin College; M. A., Tulane University

Rheyburn Parrish Nolan ..... Government
B. S., M. P. A., North Texas State University

Charles Odgen ..... Mathematics
B. S., M. A., Sam Houston State University

FACULTY (Continued)

Joy F. Oliver ..... Mathematics
B. A., Texas Woman's University

Deborah Ann Pace ..... Mathematics
B. A., M. A., The University of Texas - Arlington

Willie Lee Palmore ..... Biology
B. S., North Texas State University; M. S., East Texas State University

Judith Ann Parks ..... Biology
B. A., Houston Baptist College; M. S., Stephen F. Austin State University

Ronald Patschke ..... Mathematics
B. S., M. A., Southwest Texas State College; Ed. D., East Texas State University

Debbie F. Payne ..... Nursing
B. S. N., Northeast Louisiana University

Adrian J. Peddy ..... Geology
B. S., Texas Technological College; M. S., East Texas State University

Mary Peddy ..... Counselor
B. S., Mississippi State College; M. S., Mississippi State University

Gloria Peggram ..... English
B. A., East Texas Baptist College; M. A., Stephen F. Austin State University

Beverly Ann Perkins ..... English
B. A., Texas Technological College; M. S., East Texas State University

Robert Peters III ..... Government, History
B. A., Texas Christian University; M. A., Stephen F. Austin State University

James W. R. Phillips ..... Hearing Aid Specialist Technology
B. A., M. A., Texas Tech University

Charles D. Pickens, Jr. ..... Real Estate Management
B. B. A., Texas Tech University

Lillian Pipkin ..... Electronic Data Processing
A. B. A., Tyler Junior College; B. A., Texas Eastern University

John Polk ..... Psychology
B. A., University of Corpus Christi; B. D., Baptist Theological Seminary;
Ed. D., North Texas State University

Nelle Power ..... Vocational Nursing
Registered Nurse

Emma Lou Prater ..... Secretarial Science
B. S., East Texas State University

Sandra C. Prater ..... Physical Education
B. A., Texas Tech University

Blanche Prejean ..... Chairman, Department of Journalism
B. A., Texas Wesleyan College; M. A., Stephen F. Austin State University;
Ph. D., University of Texas - Austin

John W. Presley ..... Law Enforcement
B. S., Texas Eastern University

Dennis Price ..... Law Enforcement
B. S., University of Southern Mississippi

Nancy Laine Price ..... English
B. A., Texas Tech University; M. A., Southern
Illinois University; M. Ed., Lincoln University

Bryan Ralph ..... Drafting
B. A., Texas A&M University

John Raymer ..... Law Enforcement
B. S., Texas Eastern University

FACULTY (Continued)

Herbert Richardson ..... Physical Education
B. S., M. Ed., University of Houston

Joann Richardson ..... Secretarial Science
B. B. A., University of Houston

Marsha Rigby ..... Geology
B. S., M. A., Baylor University

Larry Riley ..... Speech
B. S., West Texas State University; M. S., Texas Tech University

Carol T. Robinson ..... Air Conditioning and Refrigeration
A. A., Oklahoma State University School of Technical Training

Thomas G. Robinson ..... Geography
B. A., M. A., University of Oklahoma

Marcella Roddy ..... Radiologic Technology
Technician

Barbara B. Rogers ..... Electronic Data Processing

Cheryl Lynn Rogers ..... Music
B. M., North Texas State University; M. A., Stephen F. Austin State University

J. Mike Rowan ..... Dental Hygiene
B. A., Baylor University; D. D. S., M. S. D., Baylor University
Dental College

Leo S. Rudd, Sr. ..... Psychology
B. A., William Jewell College; M. Ed., East Texas State University

Anne Williams Rye ..... History
B. S. E., University of Arkansas; M. A., Memphis State University

John T. Saleh ..... Business Administration
B. B. A., East Texas State University; M. B. A., North Texas State University

Martin Z. Sammons, Jr. ..... Business Administration
L. L. B., Baylor University

Frankie Sanders ..... Vocational Nursing
Licensed Vocational Nurse

Joseph Selman ..... Radiologic Technology
B. S., Rensselaer Polytechnic Institute; M. D., Case Western Reserve Medical School

Jacquelyn Shackelford ..... Speech
B. S. East Texas State University

Thomas Simmons ..... Biology
B. S., M. S., Mississippi State University

Katherine E. Simpson ..... Hearing Aid Specialist Technology
B. A., University of California; M. A., University of Denver

Jack C. Smith ..... Band Director, Music
B. M., Stephen F. Austin State University

Ronald Neal Smith ..... Ophthalmic Technician and Dispensing
O. D., University of Houston

Walter S. Smith ..... Electronics
F.C.C. Licensed Radio-Television Engineer

Charles Sowders ..... Graphic Communication
B. S., Sul Ross State College

Neville Spiers ..... Physical Education, Assistant Football Coach
B. S., North Texas State University

Dennis Stansbury ..... Dental Assisting
B. S., Texas A&M University; D. D. S., Baylor College of Dentistry

FACULTY (Continued)

B. Joe Staples ..... Chairman, Department of Secretarial Science
B. S., M. S., East Texas State University

Doyle D. Starnes ..... Agriculture
B. S., D. V. M., Texas A&M University

Kenneth Stegall ..... Respiratory Therapy
Registered Respiratory Therapist

Jeanette Stewart ..... Biology
B. A., Austin College; Ph. D., The University of Texas - Austin

Katie A. Stewart ..... English
B. S., Prairie View State College; M. A., Atlanta University

George Stiles ..... Chairman, Department of Natural Science
B. S., Sam Houston State University; M. A., Colorado State College of Education

Robert G. Strader ..... Mathematics
B. A., U. C. L. A.; M. S., Texas A&M University

Aileen Strickland ..... Electronic Data Processing

Clarence Strickland ..... Speech
B. S., M. S., East Texas State University

H. Larry Stripling ..... Biology
B. S., Louisiana Polytechnic Institute; M. S., Florida State University

Charles R. Tate ..... Farm and Ranch Management
B. S., East Texas State University

Everett Taylor ..... Journalism
B. A., Baylor University

JoAnn Taylor ..... Nursing
B. S. N., Montana State University

Margaret Taylor ..... Nursing
B. S., Ball State University; M. S., East Texas State University

Paul D. Taylor ..... Sociology
B. A., Otterbein College; M. A., Bowling Green State University

George B. Tefteller ..... Mathematics
B. S., M. S., East Texas State University

Richard D. Thedford ..... Drafting
B. S., M. S., East Texas State University

William L. Thomas ..... Counselor
B. S., East Texas State University

Bryan Thompson ..... Mid-Management
B. B. A., Mississippi State University

Pat Tiller ..... Nursing
B. S. N., Baylor University

Cynthia Jean Tindel ..... Home Economics
B. S., Abilene Christian College; M. S., Texas Tech University

Ira O. Tittle ..... Bank Management
B. B. A., M. B. A., Southern Methodist University

Ted D. Toland ..... Graphic Communication

Thomas Tooker ..... Director of Counseling and Guidance
B. A., University of Wichita; M. Ed., Texas A&M University

Harold H. Trimble ..... Petroleum Technology

Merle Sue Trotter ..... Electronic Data Processing
B. S., East Texas State University

FACULTY (Continued)

Judith G. Turman ..... English
B. A., M. A., University of Texas - Austin

Gay Patterson vanBever ..... Fashion Merchandising

Seymour Van Os ..... Petroleum Technology
B. S., Louisiana State University; M. Ed., Stephen F. Austin State University

Eileen Vanderlee ..... Business Administration
B. S., Oklahoma State University; M. B. A., University of Chicago

Floyd Wagstaff ..... Director of Athletics, and Physical Education
B. S., Stephen F. Austin State University; M. A., North Texas State University

Pamela Waites ..... Dental Hygiene
B. S., Baylor University

Mary Frances Waldrop ..... Chairman, Department of English
B. A., M. A., Austin College

Glenn Walker ..... Law Enforcement
B. S., Texas Eastern University

Louise S. Walker ..... English
B. A., M. Ed., Stephen F. Austin State University

Charline H. Wallis ..... Art
B. A., M. A., Stephen F. Austin State University

Jerome H. Walsh ..... Foreign Language
B. A., Mexico City College; M. A., Stephen F. Austin State University

Julia Warren ..... Assistant Librarian
B. A., Wiley College; M. S., North Carolina College - Durham

Nell F. Warren ..... Mid-Management
B. B. A., Sam Houston State University

Randall F. Warren ..... Religious Studies
B. S., Stephen F. Austin State University
M. Th., Perkins School of Theology

Joy M. Watson ..... Sociology
B. A., M. A., East Texas State University

Stanley H. Watson ..... History
B. S., M. A., Stephen F. Austin State University

John Weaver ..... Law Enforcement
B. S., Texas Eastern University

Charles Lee West ..... Air Conditioning and Refrigeration
A. A., Tyler Junior College

Steve Westhafer ..... Speech
B. S., M. S., East Texas State University

John Richard Wheat ..... Mathematics
B. A., Stephen F. Austin State University; M. S., University of Mississippi

Richard Whipple ..... Physics, Mathematics
B. S., M. S., University of Houston

Balsorah L. White ..... Recreation Leadership
B. A., Mississippi State University; M. F. A., Institute Allende

Benton R. White ..... History
B. A., Texas Christian University; M. A., Sam Houston State University

James David Wicks ..... Chemistry
B. S., M. A., Southwest Texas State College

FACULTY (Continued)

James M. Willbanks ..... Mid-Management

George Wilson ..... Learning Resources Center Technician
A. S., Tyler Junior College

Claudia Wolford ..... Recreation Leadership
B. S., Southwest Texas State University

Clyde L. Wolford ..... Music
B. S., University of Pittsburg

Audrey J. Woods ..... Physical Education
B. S., Texas Southern University; M. Ed., East Texas State University

Fred Worthen ..... Real Estate Management
B. A., Stephen F. Austin State University

Gladys M. Wylie ..... English
B. A., Rice University; M. A., Stephen F. Austin State University

Jimmy D. Yancy ..... English
B. A., M. A., Stephen F. Austin State University

Radiance Young ..... English
B. S., Sam Houston State University; M. A., George Peabody College

Vivian Young ..... Nurse
Registered Nurse

GEORGE W. PIRTLE TECHNOLOGY CENTER

THE HISTORY AND DEVELOPMENT OF TYLER JUNIOR COLLEGE

The original Tyler Junior College was established in 1926 as a part of the Tyler Public School System. It operated under this plan with a small enrollment until September 1, 1946.

On November 13, 1945, the voters established a new, independent Tyler Junior College District, authorized a tax levy for the support of the college, and authorized a bond issue for the erection of a new college plant on its own campus, separating it from the public school system on September 1, 1946.

Since then the Tyler Junior College District has been enlarged and extended by ten neighboring school districts which voted to become a part of the College District for junior college purposes only. The present Tyler Junior College District is now composed of the following districts:

The Tyler Independent School District.
The Winona Consolidated Rural High School District No. 67.
The Chapel Hill Independent School District.
The Lindale Independent School District.
The Rice Consolidated Common School District No. 13.
The Dixie Rural High School District No. 5.
The Swan Consolidated Common School District No. 60.
The Pine Springs Common School District No. 48.
Flint Common School District No. 18.
Van Independent School District.
Grand Saline Independent School District.

The College is operated under statutory authority by its Board of Trustees, composed of nine members.

Students residing in the Tyler Junior College District are entitled to priority in enrollment. Others are admitted if facilities are available, but the College reserves the right to limit the enrollment of students residing outside the Tyler Junior College District whenever in its judgment facilities are not available for additional students.

GENERAL INFORMATION

STATEMENT OF PURPOSE

Tyler Junior College recognizes the responsibility to offer educational opportunities at minimal cost to students varying in interests, aptitudes, talents, needs and goals. It offers equal opportunity to all students meeting admissions requirements. Specific objectives include the following:

Educational: To provide two years of fully transferable college credit courses designed to develop logical, creative, and objective thinking, and to stimulate intellectual curiosity by exposing students to the various academic disciplines;

To provide two-year technical programs in order to prepare students to gain occupational competency as technical personnel in industry, business, government, or as owner-operators of their own establishments;

To provide two-year programs in paramedical and other health professions to train students to meet the needs for personnel in the health related services of the community;

To provide programs of vocational education for employed adults who need additional training or re-training in order to increase occupational competency.

Cultural: To cultivate the knowledge and appreciation of human achievements in the arts and sciences by providing convocations, by offering elective and adult education courses that stimulate interest in the arts, and by encouraging students to participate in cultural activities.

Social: To encourage the exercise of friendliness and other social virtues by providing opportunities for students to gather at conveniently located students lounges and by offering a well-planned, diversified program of extra-curricular activities, planned and implemented by both the student body and the faculty.

Civic: To encourage effective student government in order to create in each student an intelligent interest in the governmental processes, and to prepare him for responsible citizenship. The community is also encouraged to use the facilities of the college.

Physical: To provide programs of physical development and of competitive sports in order to encourage good habits of physical and mental health, and to stimulate interest in recreation and good sportsmanship.

ACCREDITING. Tyler Junior College is a member of the Southern Association of Colleges and Schools for the Southern States.

Membership in this accrediting association makes possible the transfer of credit for work done in Tyler Junior College to other colleges and universities.

Since colleges differ in their curricula, a student should secure the catalog of the institution to which he intends to transfer credit. Courses for his first two years should be planned in accordance with the degree plan of the institution to which he will transfer.

Nondiscrimination. In the administration of its affairs, Tyler Junior College consistently pursues a policy of nondiscrimination based on race, color, religion, sex or national origin. All groups operating under the jurisdiction of the Board of Trustees, including administration, faculty, staff, and students and all programs and activities sponsored by Tyler Junior College are governed by this policy of nondiscrimination.

ADMISSION. Registration for the fall semester begins in June and continues daily throughout the summer. By this system the student is assured of thorough and leisurely counseling on degree plans and personal problems.

Students will avoid delay in registering by sending a transcript of credits from the high school or college last attended.

Admission to Tyler Junior College does not imply that all programs are open to all students. Allied health programs are limited because of facilities, and admission to any of these programs requires separate application directly to that program well in advance of the fall semester. Programs which require separate application include Dental Assisting, Dental Hygiene, Medical Laboratory Technology, Nursing, Radiologic Technology, Respiratory Therapy and Vocational Nursing.

Immunization Requirement

Under the statutes of the State of Texas as signed into law in 1971, students enrolling in Tyler Junior College must meet immunization requirements as follows:

1. Applicants for admission under 19 years of age must produce a certificate from a physician licensed by the Texas State Department of Health of immunization against poliomyelitis showing at least one dose since the

fourth birthday.

2. All applicants for admission must produce a certificate from a physician licensed by the Texas State Department of Health giving the dates of immunization against diphtheria and tetanus showing that at least one dose was received within the past ten years.

Methods of Admission

Tyler Junior College gives equal consideration of all applicants for admission without regard to race, creed, color, sex, or national origin.

1. Admission by Graduation from High School.

   Graduation from a standard high school with at least fifteen units of high school credit, including three units in English, is required. The elective units must be chosen from the list approved by the Texas Education Agency.

2. Admission by Examination.

   Mature students who are not graduates of a high school may absolve the deficiency by taking examinations.

3. Admission of Transfer Students.

   Students may be accepted on transfer from other regionally accredited colleges and universities when eligible to return to their former institutions.

   A student seeking to transfer to Tyler Junior College must:

   a. Present a complete transcript, bearing impress of seal and signature of college official. The document should include the previous admission record and evidence of honorable dismissal.

   b. Continue on scholastic probation at Tyler Junior College if he has been placed on probation at another institution.

   c. Not seek to be admitted to Tyler Junior College if he is on enforced scholastic withdrawal from another institution. Residents of the Tyler Junior College District may apply to the Administrative Vice-President for special consideration.

   Transfer students will have credit recognition to a maximum of forty-five semester hours toward an ap-

propriate Tyler Junior College degree on work averaging one grade point per semester hour on a three point system.

Such students may earn an appropriate Tyler Junior College degree by doing the last fifteen semester hours or more in Tyler Junior College with a C average.

A student transferring from another collegiate institution is not at liberty to disregard his collegiate record and apply for admission on the basis of his high school record or a part of his college record.

4. Special Admission.

A limited number of special adult students are admitted to evening classes upon individual approval.

5. The American College Testing Program Admission Requirement.

All regular beginning freshmen students (including those with up to 15 semester hours) must submit scores of the American College Testing Program. No other scores are acceptable in substitution. The scores are used for counseling and placement purposes.

It is the student's responsibility to see that these scores are reported to the Registrar well in advance of actual enrollment. Students who were not able to take the tests, however, are required to do so after arrival on the campus.

The American College Testing Program tests are scheduled for October 15, 1977, December 10, 1977, February 25, 1978, April 22, 1978, and June 17, 1978 at Tyler Junior College and other conveniently located centers in Texas and elsewhere. A list of them will be found in the Student Information Bulletin of the American College Testing Program testing service. Such information booklets and registration forms as well as the 1978-79 testing dates may be obtained from high school or college counselors or Registrars.

Transfer students with less than fifteen semester hours of credit must submit the American College Testing Program scores.

Registration and Withdrawal Regulations

Responsibility for Admission Requirements. The student himself is responsible for meeting all admission requirements

including furnishing the necessary transcripts of his work. His failure to meet all requirements within a reasonable period of time after registration may cause him to be placed on non-credit status in all work for which he has been enrolled.

Late Registration. Students should register at the scheduled times in order to have the widest choice of courses and to make the registration procedure more uniform. With approval of the Administrative Vice-President a student may be permitted to enroll after the scheduled period, but a late registration fee of $10.00 will be charged.

Adding and Changing Courses. After the beginning of classes, adding or changing of courses will be approved only for the most pressing of reasons such as change of degree plan, conflict of classes, etc. The final date for such changes is the last day of the first week of classes. Application for such changes is made in the Registrar's office.

Quantity of Work Rule. The standard amount of credit work for each student in the regular session is fifteen or sixteen hours a semester exclusive of physical activity courses.

The standard amount of credit work for each student in the summer session is six hours a summer term.

Withdrawals. A student desiring to withdraw from school must submit a withdrawal petition to the Registrar's Office.

Attendance. Regular class attendance is fundamental for the success of the student; therefore, a student must report promptly and regularly to all classes. Failure to do so is cause for dropping the student from the rolls.

Guidance and Counseling. The college offers an extensive program in testing, guidance and counseling, under the supervision of the Director of Guidance and Counseling.

Academic Probation. Students failing to make satisfactory normal progress in their scholastic programs will be placed on probation the following semester. Failure to remove the classification may call for academic suspension. Satisfactory progress is defined as follows:

A full-time student (12 semester hours) must earn sufficient grade points per semester hour in order to show satisfactory progress. Satisfactory progress is defined as a C average on all work completed. Any student who does not do this will be placed on probation.

Students carrying less than a full load must maintain a C average in all work completed.

Students on probation for more than one semester may be suspended. Such students may apply for readmission after remaining out at least one semester. Students suspended at the end of the spring semester may be granted readmission in good standing the following fall semester, providing they have completed at least twelve semester hours with a C average in the intervening summer term.

Students suspended for scholastic reasons may appeal their suspension to a special Admissions Committee composed of the Academic Vice-President and the Dean of Admissions.

Extended probationary standing may be granted when the Committee is convinced that extenuating circumstances have been present.

Grades and Reports. Students or parents receive grade reports every nine weeks. The standing of the student in each course is determined by his class performance and by regular examinations. Two hours is considered a reasonable amount of time for average students to spend in preparation for each hour of class work.

Students' grades may be interpreted as follows:

A Excellent

B Good

C Average

D Poor

F Failure

I Incomplete*

X Official drop while passing before the end of the twelfth week of the current semester.

XF Official drop while failing before the end of the twelfth week of the current semester, or an unofficial drop for lack of attendance.

W Official withdrawal from college while passing.

WF Official withdrawal from college while failing

*An incomplete must be made up within the following semester. After this time it is changed to F.

Dean's List. To promote high standards of scholarship, the college has established the Dean's List, which is published at the end of each semester. The grade of "A" carries three honor points per semester hour; the grade of "B" carries two; and the grade of "C" carries one per semester hour. To qualify for the Dean's List, a student must complete a minimum of 12 semester hours, and have a 2.00 grade point average with no D's or F's.

Graduating With Honors. To graduate with honors at the completion of 60 semester hours of work, the student will need to accumulate honor points on all hours completed, as follows:

Highest Honors	—	3.0 grade point average
High Honors	—	2.6 grade point average
Honors	—	2.3 grade point average

Numbering of Courses. One semester hour represents one class hour per week for four and a half months; for example, one course meeting three hours a week for nine months carries credit of six semester hours.

Courses are numbered as follows (except in nursing): The first digit of the number indicates the college year in which the course is taken; the second digit in the number indicates the semester of the year in which the course is taken; the final digit indicates the credit value of the course in semester hours; thus, English 123 indicates that the course is the first year, second semester English with a credit value of three semester hours.

In the case of courses offered only in the summer the number 3 as the middle digit indicates the first summer term. The number 4 indicates the second term. The course number 143 therefore indicates a freshman level subject normally taught in the second summer term for three hours credit.

All descriptive titles of courses are followed by two numbers in parenthesis. The first of these numbers gives the number of class hours each week while the second number gives the number of hours of laboratory each week. For example, the notation (3-2) indicates that a course has three hours of class meetings and two hours of laboratory weekly.

Transfer to Other Institutions. Since colleges differ in their curricula, a student should secure the catalog of the institution to which he intends to transfer credit. Courses for his first two years should be planned in accordance with the degree plan of the institution to which he will transfer.

Student Load. Except by special permission from the Administrative Vice-President a student will not be permitted to register for fewer than four or more than five courses.

Records and Transcripts. Students shall have access to their official education records and shall have the opportunity to challenge such records if they deem them inaccurate, misleading, or otherwise in violation of their privacy or other rights. Except for directory information, Tyler Junior College will not release personally identifiable data from student records to other than a specified list of exceptions without the written consent of the student. Even a release of information to parents requires a student's written consent.

In compliance with the Family Educational Rights and Privacy Act of 1974, (PL-93-380), as amended, the following information is provided concerning student records maintained by Tyler Junior College; and upon request, this Act is available for review in the Office of the Registrar.

Area in which student records are maintained:

1. Academic records
   Registrar's Office, Continuing Education Office and Faculty Offices
2. Placement and testing records
   Counseling Center
3. Financial records
   Business Office and Financial Aids Office
4. Medical records
   College Nurse Office

Review of Record. Any student has the right to inspect and review the content of his/her records, to obtain copies at the student's own expense, to receive explanations or interpretations of the records, and to request a hearing to challenge the content. Access to the records may be requested on a form available from the official in charge of the particular record.

Request for a transcript of academic records should be addressed to the Office of the Registrar. Transcripts requests will not be accepted by telephone. The first transcript will be issued without charge. A $1 fee must accompany each additional request. Transcripts will not be issued to students who have not met all their obligations to Tyler Junior College.

Challenge to Accuracy of Record-Keeping. Any student who desires to challenge the accuracy of his/her record should

follow the procedure outlined below:

Informal Review: Follow the procedure as outlined for Review of Record. Official will summarize action taken on Review Request form. This should be signed and dated by review official and maintained with student's record.

Formal Review: If the Informal Review does not clarify the question of accuracy of record-keeping, the student may request a Formal Review. An administrative vice-president will chair and appoint a committee to hear challenges concerning these records.

General Information. This is information which may be released to the general public without the written consent of the student. A request for general information should be written and will not be accepted by telephone. A student may request that all or any part of the general information be withheld from the public by making written request to the Registrar's Office during the first 12 class days of a fall or spring semester, or the first four class days of a summer term. This request will apply only to the current enrollment period. The following information is to be included as general information:

name; date and place of birth; current and permanent address; telephone listing; major and minor; current class schedule; number of hours enrolled in current semester; classification; marital status; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; all previous educational agencies or institutions attended.

Graduation, Degrees and Certificates

The college awards the Associate degree in the fields of liberal arts, applied arts, business administration, engineering, and science to those who complete the requirements as set forth for the particular degree desired and who make proper application to the Registrar for that degree.

For graduation transfer students must maintain a C average on all work attempted at Tyler Junior College.

For graduation the last fifteen semester hours must be completed in Tyler Junior College.

Students who graduate are required to attend the commencement exercises unless excused.

Associate in Arts Degree. Students who complete specified liberal arts or pre-professional requirements for graduation receive the Associate in Arts Degree. Students must complete sixty semester hours of work (exclusive of physical training) with an average grade of at least C.

The sixty semester hours should include twelve hours in English, six in United States History, six in government, and at least fifteen hours of sophomore rank; however, the degree will be granted to any student completing any required sixty hours of a baccalaureate degree plan, provided Government 213-223, English 113-123, United States History 213-223, and the required physical training, are included and the general average is at least C.

Associate in Business Administration Degree. The degree of Associate in Business Administration is conferred upon students who complete with a C average programs in the secretarial studies as outlined in this catalogue.

Associate in Science Degree. The degree of Associate in Science in conferred upon students who complete the required courses as outlined in this catalog. The degree is also conferred upon students completing the program in Dental Hygiene as outlined in this catalog.

Associate in Applied Science Degree. This degree is granted to students who complete with a minimum of a C average programs in Medical Laboratory Technician, Radiologic Technology, Respiratory Technology, Air Conditioning and Refrigeration, Drafting, Electronics, Data Processing Programmer, Farm and Ranch Management, Fashion Merchandising, Fire Protection Technology, Graphic Communications, Hearing Aid Specialist Technology, Law Enforcement Technology, Mid-Management, Nursing Home Administration, Ophthalmic Technician and Dispensing, Ornamental Horticulture Technology, Petroleum Technology, Real Estate Management, Recreation Leadership, or Surveying as outlined in this catalog.

Proficiency Certificates. Students satisfactorily completing all applied courses in a specific degree plan, with the exception of allied health degree plans, are awarded certificates of proficiency without the completion of liberal arts courses.

Physical Education Requirements. Participation in physical education activity is required of all freshmen in Tyler Junior College. However, most degree plans require two years of such courses and most students elect to meet this requirement in Tyler Junior College.

Substitution of participation in the Apache Band or Belles or intercollegiate athletic squad training during the season of the sport is allowed.

Psychology 111 Requirement. Any student who has not been a full-time student at Tyler Junior College for one long semester will be required to enroll in and complete the college orientation class. The only students exempt from this requirement are those transferring from an accredited college with at least one full semester of college credit as a full-time student (15 hours transferred.).

CONTINUING EDUCATION

In accordance with its stated objectives, Tyler Junior College offers a large variety of educational courses, credit or credit-free, specifically provided for adult citizens who desire to improve their technical, professional, cultural or social learning beyond their present level of education. The purpose of this continuing education program is to provide learning opportunities for life. Most classes are designed to provide opportunities for individuals to continue in the academic or technical areas, but students may enroll in classes for creative activity, cultural endeavor, or recreational activity.

Basically, Continuing Education programs are designed to provide:

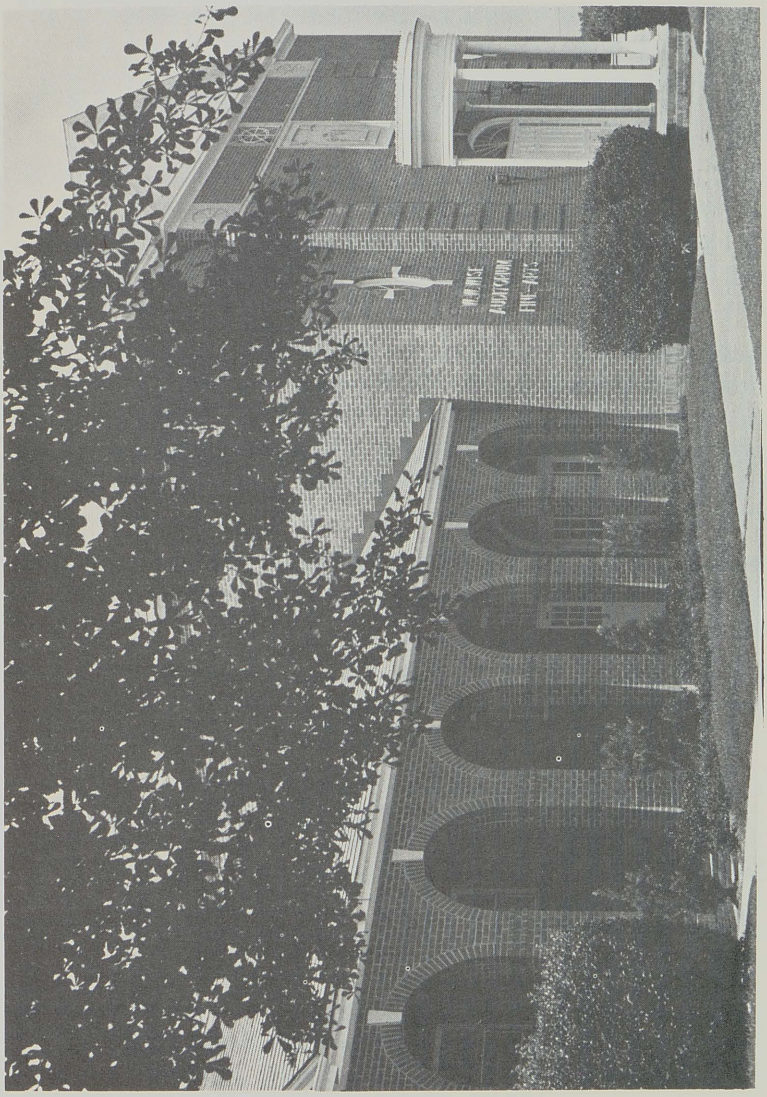
(1) Adult Vocational Education for individuals wanting to upgrade their present skills or learn new skills enabling them to explore new occupational fields.

(2) Community Service for individuals and groups seeking to enhance the quality of living in the community through cultural and enrichment studies as well as entertainment and recreation through providing opportunities to explore new activities for personal growth and enjoyment.

(3) Resources for business, industry, labor, government and professional groups needing to supplement their own training and development programs. Training programs are tailor-made and, if desired, offered "in-house" to meet specific job upgrading and mobility needs of individual organizations.

Classes are offered during the day or in the evening and are provided when a sufficient number of students are enrolled. Non-credit courses are open to interested adults without regard to eligibility for admission to college-credit programs.

For further information concerning Continuing Education Programs, contact the Director of Continuing Education at 592-3296.



WISE AUDITORIUM

Buildings and Facilities

Tyler Junior College occupies a 76-acre campus upon which many modern buildings, primarily of colonial architecture, have been erected.

H. E. Jenkins Hall. Many of the academic classes are held in this building and in it also are located the business offices, laboratories, and various special rooms.

Potter Hall. This modern building includes offices, classrooms, laboratories and special facilities.

Wise Auditorium - Fine Arts Building. This building, erected from the proceeds of a bond issue and a substantial gift from the Hon. Watson W. Wise, includes an auditorium of surpassing beauty, in addition to special rooms for music, art, drama, and speech arts.

George W. Pirtle Technology Center. These buildings include special classrooms and laboratories for instruction in graphic communications, air conditioning and refrigeration, dental hygiene, drafting, electronics, electronic data processing, petroleum technology, photography, surveying, and other technical courses.

Applied Arts Building. This building contains the drama workshop, art classrooms, and various maintenance and utility facilities.

Student Center Building. The College Bookstore, Snack Bar, student life offices, student recreational facilities, student lounges, and College Dining Hall are housed in this building.

Brady P. Gentry Gymnasium. This gymnasium is used for women's physical education and Apache Belle rehearsals.

Floyd Wagstaff Gymnasium. This building provides modern facilities for a thorough program in physical fitness and for athletic activities as well as general programs. It has a seating capacity of 3000.

Hudnall Planetarium. This building houses one of the largest planetariums in Texas as well as special facilities for space education.

Powell Building. This building provides classrooms, laboratories, offices, and other facilities for instruction in the allied health occupations and in Recreation Leadership.

Aleck Genecov Science and Arts Building. This building opened in the Fall of 1975 and provides facilities for laboratory sciences, art classes, and a band hall, as well as offices for the teachers of those subject areas.

Edgar H. Vaughn Memorial Library. This learning resources center houses the Library; a complete Audio Visual Aids department with production facilities, both audio and video; and an ultra-modern computer controlled dial-access information retrieval center. Two hundred electronically equipped study carrels provide the student with instant audio and/or video channels to basic or enrichment information in his courses.

An excellent reference library consisting of more than 44,000 volumes is housed in the learning resources center. A competent staff of service librarians constantly seek to help the student in his use of this facility.

The Tyler Museum of Art. This beautiful structure of latest museum design is operated through the cooperation of the Junior League of Tyler and the Tyler Junior College.

Bonna Bess Vaughn Conservatory. A large fully-equipped greenhouse-conservatory with a reception area, two classrooms, and two offices.

Student Housing

Reservations. Students wishing to make dormitory reservations should write to the Dormitory Director, Tyler Junior College, requesting an official application blank for this purpose. It must be accompanied by a deposit of $100.00 for college dormitories or $150.00 for private dormitories.

Students will be notified by mail of the date upon which they should arrive and the supplies which they should bring.

Students accepting college dormitory housing must agree to occupy it for at least one academic year.

Dining Hall. Students living in the dormitories are permitted to take their meals in the College Dining Hall.

Dormitories. Three college-owned modern air-conditioned dormitories for men and three for women are maintained. In addition, two private dormitories for women adjoin the campus. Tyler Junior College cooperates with these privately owned and privately operated dormitories.

Lillye Mae Vaughn Hall. This women's residence hall was erected in 1958 and furnished through the generosity of Dr. and Mrs. Edgar H. Vaughn. It accommodates 48 women.

Lois Holley Hall. This dormitory, completed in 1969 and named in memory of Mrs. Lois Holley, houses 64 women.

Sledge Hall. This new facility housing 72 women is scheduled to be open for the Fall, 1977 semester.

Claridge Hall. This privately owned dormitory for 90 women is operated under the same regulations and general supervision of Tyler Junior College.

Bateman Hall. This privately owned dormitory for 166 women is operated under the same regulations and general supervision of Tyler Junior College.

East Hall. 32 men are accommodated in this dormitory.

Center Hall. Facilities for 48 men are provided.

West Hall. Facilities for 48 men are provided.

Inspection of Facilities. In the interest of the enforcement of rules and regulations, Tyler Junior College reserves the right to inspect student housing at any time.

DORMITORY RATES*

Holley (Women), Vaughn (Women), Sledge (Women), Center (Men), and West Halls (Men)

The room rent is $200.00 per semester, payable in advance. For a confirmed reservation, a $100.00 payment must be submitted with the application. The balance of $100.00 for the room rent is payable upon moving into the dormitory.

Claridge Hall (Women), Bateman Hall (Women)

Privately owned and privately operated, these two dormitories are adjacent to the campus and operated under College regulations. The room rent is $300.00 per semester. For a confirmed reservation, a $150.00 payment must accompany the application. The balance of $150.00 for the room rent is payable upon moving into the dormitory.

Due to fire hazard, cooking devices are not allowed in the dormitory rooms. Small refrigerators will be allowed in all dormitories. Students may install their own refrigerators at a charge of $20.00 per semester for each refrigerator.

DINING HALL ARRANGEMENTS*

Dormitory students will have the choice of (1) eating in the Dining Hall by purchasing a meal ticket in advance each month or (2) eating elsewhere.

*Rates are subject to change.

Meal tickets good for a full month may be purchased at the College Business Office at a charge of $80.00, plus $4.00 tax. This monthly ticket is good for three meals a day, except on Sunday when no evening meal is served.

A meal ticket for lunch only may be purchased at $40.00 per month, plus $2.00 tax.

Meal tickets may be purchased by any student enrolled in Tyler Junior College.

Dormitory Holidays and Dining Hall Holidays

Thanksgiving Holidays. All dormitories will close Wednesday, November 23, 1977. They will reopen Sunday, November 27, 1977.

The dining hall will close following the noon meal Wednesday, November 23, 1977. It will reopen for breakfast Monday, November 28, 1977.

Christmas Holidays. The dormitories will close Friday, December 16, 1977. They will reopen Sunday, January 8, 1978.

The dining hall will close following the noon meal Friday, December 16, 1977. It will reopen for breakfast Monday, January 9, 1978.

Easter Holidays. The dormitories will close Friday, March 17, 1978. They will reopen Monday, March 27, 1978.

The dining hall will close following the noon meal Friday, March 17, 1978. It will reopen for breakfast Tuesday, March 28, 1978.

Tuition and Fees

Tuition rates in Tyler Junior College are low, since the college is partially supported by the State of Texas. Tuition is due in full at the beginning of the semester. Any other plan must be by special arrangement with the Business Manager. An additional fee of $10.00 is charged for late registration — enrollment after the regularly scheduled registration days.

All tuition and fee charges are subject to change by the Texas State Legislature.

Residents of the TJC District

Tuition: $4.00 per semester hour with a minimum total tuition charge of $25.00

Texas Residents from outside of the TJC District

Tuition: $4.00 per semester hour with a minimum total tuition charge of $25.00

Surcharge fee: $3.00 per semester hour

Non-Texas Residents

Students whose residence is outside the State of Texas, and who are thereby classified as non-resident students according to the definition provided by the statutes of the State of Texas, are charged a special non-resident tuition rate.

Tuition: $25.00 per semester hour to a maximum of $200.00
Surcharge fee: $3.00 per semester hour.

Students classified as aliens are charged the following rates.

Tuition: $200 per regular semester; $100.00 per six-week summer semester.

Surcharge fee: $3.00 per semester hour

Special Fees:

1. In accordance with the requirements of the statutes of the State of Texas, students are charged a semester laboratory fee of $2.00 in each natural science or home economics course.
2. A fee of $10 is paid by students at the time of graduation.
3. Music fees per semester — Individual lessons

	Regular Students Who Enroll for 12 Sem. Hours or More		Special Students Who Enroll for Music Only	
	One 30-min. Lesson Per Week	Two 30-min. Lessons Per Week	One 30-min. Lesson Per Week	Two 30-min. Lessons Per Week
Piano	$50.00	$75.00	$90.00	$180.00
Voice	50.00	75.00	90.00	180.00
Violin, Violoncello	50.00	75.00	90.00	180.00
Guitar	50.00	75.00	90.00	180.00
Woodwind Instrument	50.00	75.00	90.00	180.00
Brass Instrument	50.00	75.00	90.00	180.00

Practice Room (four hours per week) $4.00

1976-1977 TUITION SCHEDULE

RESIDENTS OF TEXAS

Semester Hours	Residents of the Tyler Junior College District	Out of District Residents of Texas		
	Total Tuition	Tuition	Surcharge Fee $3.00 Per Hour	Total
1	$25.00	$25.00	3.00	28.00
2	25.00	25.00	6.00	31.00
3	25.00	25.00	9.00	34.00
4	25.00	25.00	12.00	37.00
5	25.00	25.00	15.00	40.00

6	25.00	25.00	18.00	43.00
7	28.00	28.00	21.00	49.00
8	32.00	32.00	24.00	56.00
9	36.00	36.00	27.00	63.00
10	40.00	40.00	30.00	70.00
11	44.00	44.00	33.00	77.00
12	48.00	48.00	36.00	84.00
13	52.00	52.00	39.00	91.00
14	56.00	56.00	42.00	98.00
15	60.00	60.00	45.00	105.00
16	64.00	64.00	48.00	112.00
17	68.00	68.00	51.00	119.00
18	72.00	72.00	54.00	126.00
19	76.00	76.00	57.00	133.00
20	80.00	80.00	60.00	140.00
21	84.00	84.00	63.00	147.00

1976-1977 TUITION SCHEDULE

NON-RESIDENTS OF TEXAS

Out of State Students

Semester Hours	Tuition	Surcharge Fee $3.00 Per Hour	Total
1	$25.00	$ 3.00	$28.00
2	50.00	6.00	56.00
3	75.00	9.00	84.00
4	100.00	12.00	112.00
5	125.00	15.00	140.00
6	150.00	18.00	168.00
7	175.00	21.00	196.00
8	200.00	24.00	224.00
9	200.00	27.00	227.00
10	200.00	30.00	230.00
11	200.00	33.00	233.00
12	200.00	36.00	236.00
13	200.00	39.00	239.00
14	200.00	42.00	242.00
15	200.00	45.00	245.00
16	200.00	48.00	248.00
17	200.00	51.00	251.00
18	200.00	54.00	254.00
19	200.00	57.00	257.00
20	200.00	60.00	260.00
21	200.00	63.00	263.00

ALIEN STUDENTS

Semester Hours	Tuition	Surcharge Fee $3.00 Per Hour	Total Total
1	$200.00	$ 3.00	$203.00
2	200.00	6.00	206.00
3	200.00	9.00	209.00
4	200.00	12.00	212.00
5	200.00	15.00	215.00
6	200.00	18.00	218.00
7	200.00	21.00	221.00
8	200.00	24.00	224.00
9	200.00	27.00	227.00
10	200.00	30.00	230.00
11	200.00	33.00	233.00
12	200.00	36.00	236.00
13	200.00	39.00	239.00
14	200.00	42.00	242.00
15	200.00	45.00	245.00
16	200.00	48.00	248.00
17	200.00	51.00	251.00
18	200.00	54.00	254.00
19	200.00	57.00	257.00
20	200.00	60.00	260.00
21	200.00	63.00	263.00

(Base tuition charge for alien students $100 per six-week summer term.)

Refund Policy:

No refund of tuition or fees will be made except to students who withdraw from the College during the first week of regular semester.

Qualified applicants will be subject to a 20 per cent tuition charge.

To qualify for the refund, the applicant must have withdrawn by completing proper forms in the Registrar's Office.

No refund of tuition or fees is made to students who drop courses or who make changes after enrolling.

Student Financial Aid

APPLICATION PROCEDURES

Applicants for financial assistance should complete the following requirements:

1. Apply and be admitted to Tyler Junior College. No financial assistance will be awarded until the student has been accepted for admission.
2. Complete and file the application for Financial Assistance with the Financial Aids officer.
3. Complete and file the necessary information concerning financial resources. In addition:
   a. All Students eligible to apply for the Basic Educational Opportunity Grant *must* submit their Student Eligibility Report to the Financial Aids Officer prior to his calculating or awarding any student financial aid.
   b. All students applying for assistance must complete the Tyler Junior College application for Financial Aid.
   c. All applicants should furnish current Federal Income Tax Return, 1040, and W-2 Form with request.
   d. All applicants except BEOG applicants *must* complete the ACT Family Financial Statement, and provide Tyler Junior College with a report from ACT.
   e. All applicants must be interviewed by the Financial Aid Officer prior to granting of aid.
4. Special Applications, along with the institutional application, are required for students who apply for Texas Public Educational Grants, Hinson-Hazlewood Loans, Guaranteed Loans, Law Enforcement Educational Grants and the Basic Educational Opportunity Grant.

Since each application for aid must be checked and the amount of aid determined, it is essential that the *application* and **ALL** supporting documents be in the hands of the Student Financial Aids Officer as *soon as possible.* Hinson-Hazlewood Student Loan Applications should be completed in full prior to August 1.

REVOCATION OF AID

The Officer of Financial Aid reserves the right to review and revoke aid awarded if applicant:

1. Falsifies information reported.
2. Misuses funds awarded.
3. Experiences positive changes in his/her family's financial situation.

PROGRAM DESCRIPTIONS

Workships and Scholarships. Tyler Junior College has a limited

number of workships and scholarships that are available whereby deserving students may earn their tuition. There are no workships or scholarships available for room, board, and other expenses.

Texas Public Educational Grant. In an effort to assist students with a demonstrated need meet the cost of their tuition, Tyler Junior College may award a grant for the cost of tuition. Applications and supporting documents should be submitted 30 days prior to the award date of the grant.

Hinson-Hazlewood College Student Loan. The Hinson-Hazlewood College Student Loan Program was enacted in 1965 and was originally known as the Texas Opportunity Plan.

To be eligible the student must meet the following requirements:

1. Be a legal resident of Texas
2. Be accepted for enrollment or enrolled for at least one-half a normal academic year and be meeting the academic requirements of the participating college or university.
3. Show that he has insufficient financial resources to finance his education.

Guaranteed Student Loan Program. A student whose family's income, after adjustment, is under $15,000, is eligible to receive as much as $2,500 each academic year. Application for the loan is made through a private lending institution.

Short-Term Loans. The Office of Financial Aid will award emergency loans to students with crisis needs for tuition only.

The Basic Educational Opportunity Grant Program. This is a Federal aid program designed to provide financial assistance to those who demonstrate a financial need to attend post-high school educational institutions. Please submit the Student Eligibility Report at least 30 days in advance of registration to insure timely payment of award.

Veterans' G. I. Bill of Rights. Veterans with military service since 1955 are eligible for federal payments and benefits while attending Tyler Junior College.

Mr. Charles Hayden is the Veteran's Counselor. Veterans may see him or phone him for information and assistance in applying for these benefits.

Veteran Dependency Aid. The federal government has set up provisions in Public Law 634 whereby certain veteran dependents may be eligible for a subsidy while pursuing their education. Orphans of service personnel and dependents of

veterans with service connected disability may find themselves eligible.

Vocational Rehabilitation. The Texas Rehabilitation Commission offers assistance for tuition and non-refundable fees to students who have certain disabling conditions provided their vocational objectives have been approved by a TRC Counselor. Examples of such conditions are orthopedic deformities, emotional disorders, diabetes, epilepsy, heart conditions, etc. Other services are also available to assist the handicapped student to become employable. Application for such service should be made at

Texas Rehabilitation Commission
Tyler District Office
602 Bryant Petroleum Bldg.
205 South Broadway
Tyler, Texas 75701.

Other Federal and State Programs. Most of the following programs have been in existence for a number of years and need no introduction. Tyler Junior College will make every effort to help the student who qualifies for these grants or benefits.

1. Blind, deaf students
2. Children of prisoners of war or persons missing in action
3. Firemen enrolled in Fire Protection Technology courses.

All inquiries concerning Student Aid should be addressed to:

Student Financial Aid Director
Tyler Junior College
Tyler, Texas 75701

Student Awards and Scholarships

The Honor Graduate Scholarship. The highest honor graduate of any affiliated high school in given a scholarship covering his tuition. This scholarship must be used within one year from the date of graduation.

The A. A. U. W. Women's Graduate Scholarship. The Tyler Branch of the American Association of University Women has established an annual scholarship of $200 to be awarded to a woman graduate. The scholarship is awarded on the basis of scholarship, character, and need and is to be used for tuition and fees at the senior institution chosen by the student. The grantee is chosen by a scholarship committee of the A. A. U. W. from a list of three nominees by the college.

The Paul Adams Art Scholarship. An annual scholarship of $200.00 ($100.00 per semester) to be awarded to an outstanding student majoring in art, for use during the sophomore year at Tyler Junior College. The student is selected by the faculty of the Art Department on the basis of ability, character and need.

The Alpha Delta Kappa Scholarship. The Tyler Teachers Honorary Sorority Alpha Delta Kappa has established an annual tuition scholarship for a student who plans to become a teacher. The scholarship is granted on the basis of ability and prospective success in the field.

The Alma Matthews Memorial Award. An annual scholarship of $120.00 awarded to a student based on financial need and scholastic ability. The recipient is chosen by an organizational committee from the Alpha Delta Kappa sorority.

The Apache Belle Alumnae Scholarship. The Apache Belle Alumnae Association has established a $120.00 scholarship to be granted to an Apache Belle member. The organization, in cooperation with the Apache Belle sponsor chooses the recipient.

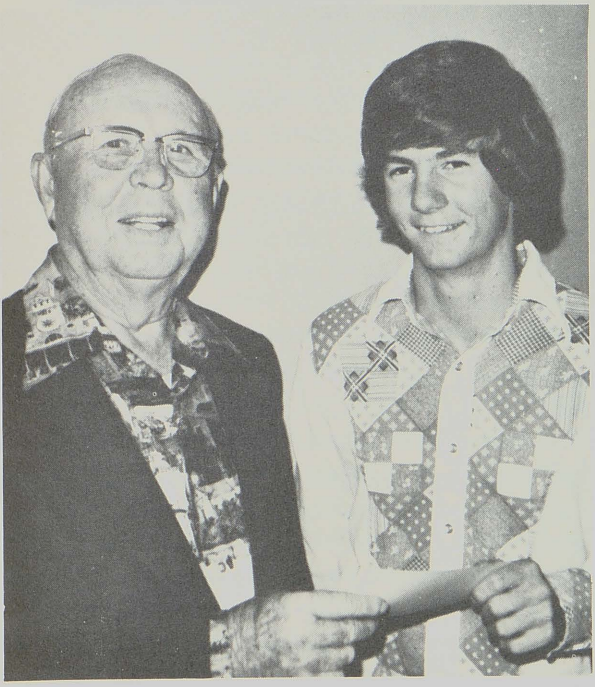
The Art Merit Award. The Junior League of Tyler has established a $100 annual award to be granted to the student showing the greatest achievement in the field of art.

The Dr. Jean Speller Browne Award. The Las Mascaras Dramatic Fraternity (Delta Psi Omega) and the Tyler Junior College Speech and Drama Department faculty annually presents a $100 scholarship accompanied by a plaque in honor of Dr. Jean Browne, chairman of the Tyler Junior College Speech and Drama Department. The award is given to a deserving student for excellence in speech and dramatic communications.

The T. B. Butler Journalism Key. The T. B. Butler Publishing Company of Tyler annually presents a gold key to the outstanding journalism freshman of the college. The T. B. Butler Key carries a summer internship with the Tyler Courier-Times or the Tyler Morning-Telegraph.

The Journalism Ex-Students Award. The Journalism Ex-Student Association annually awards a cash scholarship to an outstanding freshman majoring in journalism.

The George Carmichael Memorial Geology Scholarship. An annual scholarship of $150 to be awarded to an outstanding geology student at Tyler Junior College. This award was established by the parents of Mickie Carmichael.



The Cedars of Lebanon Auxillary Scholarship. An annual $200 scholarship is awarded to a Robert E. Lee High School graduate planning to attend Tyler Junior College. The recipient is chosen by a high school counselor based on the student's desire for a college education, academic average for 3 years, initiative and a desire to serve others.

The Celedonio Romero Guitar Scholarship. An annual award to provide private guitar lessons to an outstanding music student at Tyler Junior College. This award was established to honor an outstanding guitar teacher, Celedonio Romero, by one of his students, Frank Kimlicko.

The Century Class Scholarship. The Century Class of ladies of the Marvin Methodist Church awards $150 annually to a local girl or boy on the basis of character, ability and need.

The Bess Corbett Memorial Scholarships. These two $150 scholarships are awarded to a freshman considering counseling as a career, based on both academic excellence and financial need. The recipient is chosen by TJC counselors and must be a state resident.

The John Cox Scholarship. An annual $120 scholarship recognizing John Cox, former principal of Clarkston Elementary School is awarded to an education major displaying outstanding scholastic ability and financial need. This scholarship is funded by the Clarkston Parent-Teacher Association.

The Crusaders Class Scholarship. The Crusaders Class of the Marvin United Methodist Church awards an annual scholarship in the amount of $150 to a worthy student.

The D. A. R. Scholarship. The Mary Tyler Chapter of the Daughters of the American Revolution awards a $100 scholarship annually to an outstanding woman student who is completing her freshman year.

The Delta Kappa Gamma Society Scholarship. The four Smith County Chapters of this honorary society for women educators has established an annual scholarship of $150 to be awarded to an outstanding Tyler Junior College woman graduate who is majoring in some area of education. The recipient is discretely selected by the four chairmen of the Committees of Professional Affairs of the Delta Kappa Gamma Society.

The Delta Upsilon Fraternity Scholarship. An annual scholarship of $100 awarded to a student based on scholastic ability and financial need. The recipient is chosen by the Tyler Junior College Scholarship Committee.

The Downtowner's Business and Professional Women's Club Scholarship. An annual scholarship of $150 awarded to an outstanding female high school senior who plans to attend Tyler Junior College. Selection is made by a committee within the club.

The E. A. Ellison Memorial Scholarship. This scholarship was established to honor the late E. A. Ellison by his wife. Each year two $250 scholarships are awarded to students in petroleum related programs. Scholarship recipients are selected by the TJC Scholarship Committee.

The East Texas Petroleum Wives Scholarship. The East Texas Petroleum Wives each year awards tuition scholarships to graduates of Tyler high schools. The club selects the recipient.

The Jim Eaves Scholarship. An annual scholarship of $150.00 is awarded to a deserving graduate of Robert E. Lee High School who plans to attend Tyler Junior College. The recipient is chosen by the counseling staff of Robert E. Lee High School.

The En Avant Club Scholarship. The En Avant Club, a group of civic-minded ladies annually provides a $120 scholarship to a deserving young woman.

The R. W. Fair Foundation Music Scholarships. The R. W. Fair Foundation annually provides several music scholarships to students of superior talent.

The Wilton Fair Endowment. Mr. and Mrs. Wilton Fair have established an endowment which is used each year for scholarships and similar purposes.

This endowment consists of the revenue from certain valuable oil properties deeded to the College. Mr. Fair was a former member of the Board of Trustees of Tyler Junior College and one of its most active supporters, and Mrs. Fair established this fund in 1952.

The George Foltz Memorial Basketball Award. An annual award of $250 to an outstanding graduating basketball player for Tyler Junior College. Selection is made by the Tyler Junior College basketball coaching staff.

The Isadore Golenterneck Scholarship. This $150 scholarship was established by a local businessman and is awarded annually to a student needing financial assistance.

The Granberry Pre-Dental Scholarship. Dr. James H. Granberry, an alumnus of Tyler Junior College, has established an annual scholarship covering tuition, fees, and books for a pre-dental student. The scholarship is granted at the end of the

freshman year to such a student demonstrating high ability and need.

The Averille Greenhaw Home Economics Scholarship. An annual scholarship for a second year student majoring in Home Economics. The recipient is selected on the basis of character, ability and need.

The Sam R. Greer Human Biology Honor Award. An endowment fund established by Mrs. Laura Ruggles-Gates of London, England, provides the funds for a $250 annual biological science award in memory of her first husband, Mr. Sam R. Greer, a nationally prominent Tyler banker. The recipient must have performed with distinction in his freshman and sophomore years in a program leading to a baccalaureate degree in the biology science or towards admission to a college of medicine.

Special consideration will be given to those indicating an interest in graduate study in human biology or genetics. All candidates must show promise of scholarly success, and the recipient will be required to submit an annual report of his progress in upper division studies.

Full particulars may be obtained from the Chairman of the Natural Science Department of Tyler Junior College.

The J. C. Henderson Scholarship. This scholarship was initiated by an anonymous donor to honor J. C. Henderson who was a highly respected science instructor for many years at Tyler Junior College. The $120 annual award is given to an outstanding science major.

The E. Fred Herschbach German Language Award. Because of his interest in the German language studies in Tyler Junior College, Mr. E. Fred Herschbach, Sr. of Tyler established an endowment, the income from which annually provides a plaque and cash award to the outstanding second year student of German.

The Howe-Baker Engineers, Inc. Scholarship. An annual scholarship of $750 is presented to an outstanding engineering student at Tyler Junior College. The scholarship is $250 for each of three semesters, and a part-time working arrangement is optional with the student and Howe-Baker Engineers, Inc.

The Insurance Women of Tyler Scholarship. Two scholarships are awarded annually to students based on outstanding scholastic ability and financial need. Recipients are chosen from student applicants from Robert E. Lee and John Tyler High Schools by a committee of that organization.

The John Tyler High School Rodeo Club Scholarship. The Rodeo Club of John Tyler High School has established a $150 scholarship to an outstanding member of that organization who plans to attend Tyler Junior College. Applicants should apply to the president of the John Tyler Rodeo Club.

The John Tyler Parent-Teacher Association Scholarship. A John Tyler graduate whose parent has been a member of the Parent-Teacher Association is eligible for the John Tyler Parent-Teacher Association Scholarship on the basis of ability and need.

The recipient is eligible to receive $100 per year for the two-year junior college period. Application may be made through the high school counselor.

The Junior Symphony League Scholarship. This annual $100 scholarship is awarded to an outstanding music student. The recipient is chosen by the Junior Symphony League in cooperation with the Chairman of the Department of Music.

The Bob Kinsey Electronics Award. An annual award of $250 to an outstanding electronics major at Tyler Junior College. This award was established by Bob's Music and Cigarette Vending Service of Tyler. Selection of the recipient is accomplished by the electronics faculty.

The Mental Health Association of Tyler Scholarship. Each year this organization awards a $100 scholarship to a student who plans to pursue one of the mental health fields. The recipient is chosen by nomination of the Behavioral Science Department.

The L. B. Odom Memorial Scholarship. This scholarship of $120 is awarded annually to a freshman law enforcement major who plans to enter police work. The scholarship was established in memory of former Tyler Police Chief L. B. Odom by his family.

The Optimists' Club Scholarships. The Optimists' Club of Tyler has established an endowment fund from which the income is used for scholarships for a son or daughter of a member of the Tyler Police Department, the Tyler Fire Department, the Smith County Sheriff's Department, or a member of those departments.

The Ornamental Horticulture Technology Scholarship. This scholarship is awarded to an outstanding student enrolled in Ornamental Horticulture Technology. The scholarship is in the amount of $100 to be awarded following each fall and spring semester to be used at Tyler Junior College.

The Dick Parks Memorial Electronics Award. Mr. Ray Woodsey Parks has established a $100 scholarship to an electronics major at Tyler Junior College. The recipient is selected by the electronics faculty.

The Esther G. Parks Memorial Scholarship. An annual scholarship of $100 to an outstanding art student at Tyler Junior College. This award was established by Ray Woodsey Parks in honor of Esther G. Parks.

The Peoples National Bank Scholarship. This $500 scholarship is awarded to a Banking Management major at Tyler Junior College and the recipient is chosen by a committee of that organization.

The Pilot Club Scholarship. A $150 scholarship is awarded annually to a Tyler Junior College student by the Pilot Club of Tyler. The recipient is chosen by an educational committee from the organization, and the scholarship is awarded on the basis of academic ability and financial need.

The P. C. Pinkerton Memorial Scholarship. An annual scholarship awarded on the basis of academic achievement, personal character and need of the student. It is in the amount of $200 for one school year. This scholarship is a memorial to Judge P. C. Pinkerton, former president of the TJC Board of Trustees.

The George W. Pirtle Technology Scholarships. Several scholarships are awarded annually to outstanding students presently completing their freshman year in a two-year technology program at Tyler Junior College. Mr. George W. Pirtle has established these scholarships to encourage technical studies at Tyler Junior College.

The Pirtle Scholarship in Science and Engineering. Through the generosity of Mr. and Mrs. George Pirtle, an annual scholarship of $500 is bestowed upon a graduating student majoring in engineering or a physical science.

The Rotary Young Citizens Award. The Tyler Rotary Club in 1930 established the Rotary Young Citizen Awards recognizing the college designated leading young man and young woman. By secret ballot, the faculty chooses the recipients on the basis of meritorious conduct in the following categories:

Cleanliness
Loyalty
Dependability
Leadership
Service
Thriftiness
Honesty
Sportsmanship
Courtesy
Scholarship

The Sales and Marketing Executive Scholarship. The Tyler Sales and Marketing Executive Club has established one or more scholarships for talented, deserving students entering college who intend to pursue a career in sales and marketing. These are awarded through the TJC Scholarship Committee.

The Sharon Temple Shrine Scholarship. An annual tuition scholarship in memory of Vicki Lyn Tindall, a former student at Tyler Junior College, has been given by the Sharon Temple Shrine of Tyler. The recipient is chosen by the Tyler Junior College Student Senate.

The John Ben Shepperd Scholarship. The Texas Law Enforcement Foundation created the John Ben Shepperd Scholarship Fund to provide college educations for children of Texas Law enforcement officials killed in performance of duty.

The fund makes college scholarships available for children of law enforcement officers on any level of jurisdiction killed in the performance of duty. The amount of a grant depends on the need of the student.

A Scholarship Committee composed of members of the board of directors of the Texas Law Enforcement Foundation will consider the following points in screening qualified scholarship applicants.

(1) Aptitude for college work,

(2) Desire for college training,

(3) Financial need.

The Dr. and Mrs. L. E. Skinner Scholarship. Mr. and Mrs. W. Thomas Smith of Waco, Texas have established an endowment, the income from which is annually awarded to a graduating Tyler high school senior who has established a good record and has financial need. The scholarship is in honor of the Tyler parents of Mrs. Smith.

The Smith County Association for Retarded Citizens Scholarship. Each year a $150 scholarship is awarded to a student or students majoring in special education. The student(s) is selected on the basis of academic achievement by a committee from the organization.

The Smith County Bar Association Scholarship. The Smith County Bar Association has established an annual scholarship of $200 which is granted to a student completing his freshman year and planning to major in History, Government or Economics or to one registered in a pre-law program of any kind.

The award is deposited with Tyler Junior College for the student's expenses in his second year. Outstanding scholarship and participation in extra-curricular activities are the basic qualifications upon which the choice is made. Need of the student is a secondary qualification.

The Smith County March of Dimes Scholarship. This $500 scholarship is awarded annually to a student majoring in nursing or other related health field for one year's tuition. The recipient is chosen by a faculty committee.

The Sophomore Surveying Scholarship. The Exxon USA Foundation and a local registered public surveyor have established a $300 scholarship awarded to a second-year surveying student at Tyler Junior College. The recipient is determined by scholastic achievements during the initial year and financial need.

The Tony Spitzberg Memorial Award. A $100 scholarship in honor of the late Tony Spitzberg is awarded annually to a student following a career in Vocational Nursing. The recipient is chosen by the Vocational Nursing staff.

The Angela Stansbury Memorial Scholarship. This scholarship is presented annually to an outstanding sophomore woman who exhibits outstanding character and service to her college and community. The scholarship is a memorial to a former student at Tyler Junior College. Applicants should contact the Minister of the Campus Christian Center.

The Starving Artists of Tyler Junior College Scholarship. The Starving Artists of Tyler Junior College have established a $150 per year award to an outstanding art student on a semester basis. The recipient is selected by a committee made up of members of the organization.

The Mildred Stringer Achievement Award. A plaque inscribed with the recipient's name will be awarded as a part of the Honor's Day Program. The recipient will be chosen by the Apache Belles via written ballot. The Belle chosen is to be the girl who has achieved more for the Apache Belle organization. This is an award from the Apache Belles to one of their own.

The Florence and Marcus Strum Scholarships. Mr. and Mrs. Marcus Strum of Tyler have established two tuition scholarships. The recipients must have reached sophomore standing and are selected on the basis of character, ability and need.

The Sun Oil Company Scholarships. The Sun Oil Company has

established two scholarships of $500 each for Petroleum Technology majors. These scholarships are an attempt to help provide equal educational opportunities to deserving individuals, who might not otherwise have the necessary funds to pursue a higher education. One scholarship is awarded to a freshman student and one to a sophomore student.

The Texas Eastern University Scholarship. This is an annual scholarship for a student transferring to Texas Eastern University. Scholarship covers the costs of tuition and required fees for four long-term semesters. The recipient is chosen by the Tyler Junior College Scholarship Committee.

The Texas Law Enforcement Foundation Scholarships. The Texas Law Enforcement Foundation makes available scholarships for sons and daughters of deceased law enforcement officials. Application blanks for this or the John Ben Shepperd Scholarship may be obtained from the Foundation Office, 3914 Seminole, Houston, Texas.

The Texas Nursing Home Association Scholarship. An annual $100 scholarship is awarded to a Recreation Leadership student at Tyler Junior College.

The Tyler Art League Scholarship. An annual scholarship of $150 to an outstanding art major completing the freshman year. The award is presented on the basis of ability, talent, dedication, application and character. The recipient is selected by the faculty of the Art Department of Tyler Junior College.

The Tyler Board of Realtors Scholarship. The Tyler Board of Realtors, on the basis of ability and need, awards two annual scholarships of $200 each to local students.

The Tyler Chapter, National Secretaries' Association Scholarship. This $150 scholarship is awarded annually to a young lady enrolled in the Secretarial Science Department at Tyler Junior College. The scholarship committee within the association chooses the recipient on the basis of financial need and academic achievement.

The Tyler City Council of Parents and Teachers Scholarship. The Tyler City Council of Parents and Teachers has established an annual scholarship not to exceed $200 or as much of that amount as is required for tuition, books, fees, etc.

The Tyler Civic Chorale Scholarship. An annual scholarship to an outstanding music student at Tyler Junior College. The recipient is chosen by a committee from the Tyler Civic Chorale.

The Tyler Desk and Derrick Club Scholarship. An annual $200 scholarship is awarded to a student planning to enter a petroleum related field. The student must display outstanding scholastic ability and financial need. The recipient is chosen by the organization.

The Tyler Legal Secretaries Association Scholarship. The Tyler Legal Secretaries Association has created an annual tuition scholarship for a woman resident of the Tyler Junior College District. The recipient must be in a Secretarial Training program. Preference is given to one who indicates a desire to become a legal secretary. Aptitude and need are considered.

The Tyler Lions Club Scholarship. The Tyler Lions Club has established two annual scholarships of up to $300 each for students in the Tyler High Schools and Tyler Junior College. The scholarships are restricted to students whose legal residence is in the City of Tyler and who combine qualities of good character and scholarship with need. The scholarships are designed to pay for tuition, fees, and books. Students will be recommended by the high school counselors and designated by the Board of Directors of the Tyler Lions Club.

The United Daughters of the Confederacy Scholarship. The United Daughters of the Confederacy have established an annual scholarship of $120 to be awarded to a male or female history major displaying outstanding scholastic ability and financial need. Candidates' names are submitted and recipients are chosen by that organization.

The Mary Wallace Education Scholarship. This $150 annual scholarship is for a second year student preparing for the teaching profession. The recipient must be of good character, pleasing personality, hold at least a B average in two semesters work and need scholarship aid.

The Watson W. Wise Incentive Award. An endowment fund established by the Honorable Watson W. Wise, who has made many generous gifts to the college, provides an annual sum for a scholarship and beautiful trophy cup awarded to the student chosen by the faculty committee as the best exemplifying the virtues of industry, scholarship, and student activity.

The Women's Symphony League Scholarship. The Tyler Women's Symphony League annually grants a $250 scholarship to an outstanding music student.

The Sarah and Alexander Golenternek Scholarships. Two tuition scholarships to be awarded to students on the basis of financial need and academic achievement.

Student Activities

The Director of Student Activities is an administrative officer who is general sponsor and coordinator of all student organizations. As such, he keeps the records, constitutions and by-laws of student organizations and maintains a social calendar. All college organization-sponsored social affairs must first have the approval of the Director in order to clear the date on the social calendar.

Tyler Junior College provides various types of student activities which furnish training in leadership, afford opportunities for recreation, and serve as a means of student development. Among these activities are the following:

The Apache Band. The internationally famous Apache Band is the official college band which is open to all qualified students, and also accompanies the Apache Belles.

The Stage Band. A select group of band students from the Apache Band chosen to play all forms of modern jazz.

The Concert Band. A select group of band students out of the Apache Band which performs many varieties of music for concerts.

The Apache Belles. The internationally famous Apache Belles is a women's organization which presents skilled group performances and routines, appears on national television for half-time entertainment for both college and professional football games, and entertains on other occasions.

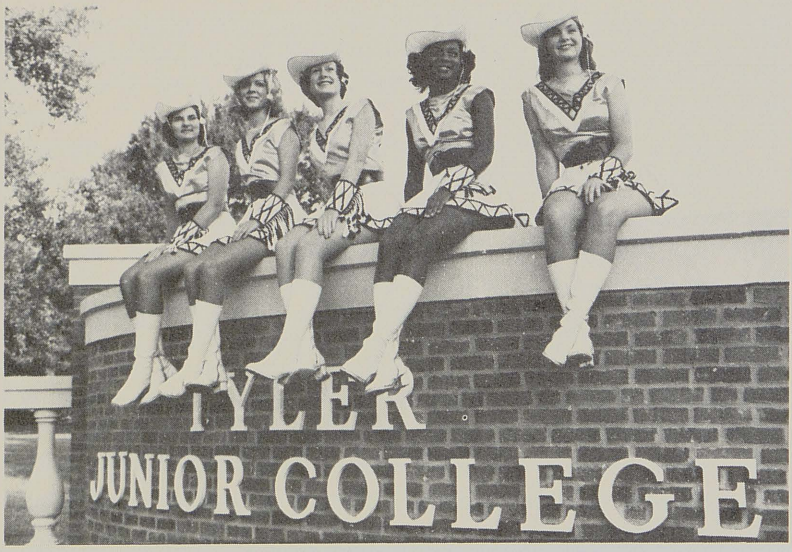
Throughout the years special study is given to good taste in clothing, make-up, manners and general personal improvement.

Tyler Junior College Publications. The weekly official college newspaper, Tyler Junior College News, is prepared and managed by a student staff under the direction of faculty sponsors. Students act as reporters, editors, and business managers of this publication. The paper is furnished free to students.

For forty consecutive semesters the Tyler Junior College News has won the highest award given by the Associated Collegiate Press. This award, The All American Honor Rating, is given annually in recognition of merit to a limited number of colleges and universities.

The Apache is the college yearbook. It is a publication edited and published by a student staff.

Athletics. The college schedules intercollegiate competition in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football, basketball, baseball, and tennis. For non-varsity students, an extensive schedule of intramural sports and the physical education program affords all students many opportunities for participation.

The Singing Apaches. The Singing Apaches is a choral society open to capable students interested in vocal music.

The Electronics Club. This club is composed of students who are pursuing an electronics profession or engagement in other related fields of study. The club also invites as members students attending Tyler Junior College who are radio amateurs. The purpose of the club is to acquaint the student with the practical aspects of the field of electronics, and to further individual knowledge and develop interest in professional growth.

The Drafting Club. This club welcomes any student enrolled in the Drafting or Engineering Graphics classes. The purpose is to acquaint the student with the practical aspects of drafting as a professional; to further individual knowledge and interest toward professional growth. Guest speakers are brought in to speak at meetings, and field trips are arranged to see the practical application of drafting. Scholarships are sometimes awarded through the organization.

Epsilon Delta Pi (E. D. P.) — The Computer Club. This club is composed of those students interested in Data Processing, key punch operating, and other forms of Computer Science.

The Dental Hygiene Club. An organization of those students who wish to become Dental Hygienists or possess a knowledge of related fields.

Texas Eastern School of Nursing Student Organization. This is an organization of students dedicated to those interested in nursing as a profession.

Respiratory Therapy. Membership in this organization is open to Tyler Junior College students enrolled in Respiratory Therapy. These students do a part of their work at The East Texas Chest Hospital.

Lambda Phi Nu. The purpose of the Lambda Phi Nu Club is to further the skills and interest of Tyler Junior College in the field of nursing. It is also the purpose of Lambda Phi Nu Club to further the interests and advance the knowledge of people of this and surrounding areas by performance of leadership and skills of the highest calibre. Any student interested in Licensed Vocational Nursing and participating in the required curriculum

is eligible for membership. This is an organization of the TJC Health Career Training Programs.

Mu Lambda Tau. Membership in this organization is open to any Tyler Junior College student interested in a career in Medical Laboratory Technology. This is an organization of the Tyler Junior College Health Career Training Programs.

Recreation Leadership. The purpose of the Recreation Leadership Club is to further the skills and interests of Tyler Junior College students in the fields of Recreation Leadership by continuous and active participation in all such areas. Any participating student of the Recreation Leadership curriculum is eligible for membership.

The Future Secretaries Association. This is a junior branch of the National Secretaries Association sponsored by N. S. A. and works closely with members of this professional organization. The local organization consists of students preparing to enter business vocations such as secretarial and clerical. It provides helpful guidance and pleasant social activities to the members of the club.

Lex Plaetoria. This is a pre-law student society. The members of this society receive guidance and encouragement from the Smith County Bar Association.

Phi Theta Kappa. The Alpha Omicron Chapter of Phi Theta Kappa, the national Junior College scholastic fraternity, is composed of members selected on the basis of scholarship, character, leadership and service. Its membership is restricted to ten percent of the students enrolled in the Tyler Junior College, and the faculty and local chapter name as members those students meriting special honor.

The Student Senate. The Student Senate is the official organization for student government under the sponsorship of the Student Senate assisted by the Director of Student Activities. Parties, dances, feature movies, various popular singers and musical organizations, dramatic organizations such as Shakespearian Theater are offered to the student body and faculty.

Law Enforcement Student Association. The Law Enforcement Student Association has as its express purpose promoting, teaching, and learning of and about the field of law enforcement. The members propose to work toward a better understanding of the problems and methods used to handle these problems by the Law Enforcement organization. Members of

this organization, LESA, must be TJC students who are law enforcement majors or in a related field.

The Averille Greenhaw Home Economics Club. This club's membership is composed of those students, both male and female, interested in any phase of home economics.

The Apache Rodeo Club. This club promotes the interests of Tyler Junior College students in rodeo and other related activities.

SORORITIES:

Tau Beta Sigma is an organization of the Progressive Band Women of the Tyler Junior College Apache Band, operating in the field of junior college and university bands for the purpose of promoting existence and welfare of collegiate bands and creating a wholesome respect for their activities and achievements. All members are female and in good standing with the TJC Apache Band. This organization is affiliated with the national organization.

Sans Souci Sorority has as its purpose to establish a sisterhood that has for its four-fold object the physical, intellectual, social, and spiritual development of its members. The membership is open to any woman student at Tyler Junior College who has a "C" or better academic average and who receives an invitation and a bid to become a member.

Tau Kappa sorority members pledge themselves to strive for the following goals: sisterhood, service, pride, friendship, love. The membership is open to any woman student at Tyler Junior College who has a "C" or better academic average and who receives an invitation and a bid to become a member.

Phi Beta Epsilon sorority members have as their motto: "Came as friends, found sisters." This organization acts as a service organization as well as a social one. The membership is open to any woman student at Tyler Junior College who has a "C" or better academic average and who receives an invitation and a bid to become a member.

Zeta Phi Omega sorority has as its object the advancement of social service and encouragement of highest scholastic standards and character among its members. Any woman student of Tyler Junior College who receives an invitation and a bid to become a member of this organization must have a "C" or better scholastic average.

Alpha Delta Sigma is Tyler Junior College's newest sorority. The object of this organization is the advancement of social

service and encouragement of highest scholastic standards and character among its members. This organization may include as members any female student of Tyler Junior College who maintains a "C" academic average and who is given an invitation and a bid to become a member.

FRATERNITIES:

Alpha Tau Omega is one of the national fraternities on a junior college campus. The members of the organization wish to promote unity and understanding between their fellow men, and to be of some campus and civic service. The membership in this organization is open to any male student at Tyler Junior College who receives an invitation and a bid to become a member.

Delta Upsilon Fraternity of Tyler Junior College is the first national fraternity in the United States to be approved for a junior college. When the National Interfraternity Conference approved national fraternities for junior colleges, Delta Upsilon became a colony in December, 1971, and a national fraternity the following February. The purposes of the organization are to promote fraternal brotherhood and to be a service to the city of Tyler and the world. Membership is by invitation only.

Las Mascaras Dramatic Fraternity (Delta Psi Omega) nurtures interest in all phases of dramatic art, speech, culture and public service. The organization, formed in 1926 and the oldest on campus, is open to all students who are interested in the theatre and public speaking. The club sponsors major dramatic productions throughout the school year.

Sigma Phi Epsilon is a national fraternity on Tyler Junior College campus. Its purpose is to promote and establish better relations within the college and the democratic principles desired. Membership is by invitation only.

Pi Kappa Alpha is a colony on Tyler Junior College campus. Upon receiving its charter, the colony will then receive its chapter name of the Pi Kappa Alpha Fraternity. The objective of this chapter is to promote the welfare and development of its members and the Pi Kappa Alpha Fraternity. The membership is by invitation only.

The Alpha Tau Alpha Fraternity has as its purposes to promote unity, harmony, understanding, and advancement of justice and service to all men. A member must have received and accepted a duly offered invitation to join this chapter. Each member must be a male student who maintains a "C" average, is interested in the advancement of social service, and wishes

to encourage the highest scholastic standards and character among its members.

Kappa Kappa Psi is a fraternity whose members are currently enrolled in the Apache Band for credit or audit and in good standing. Each member must maintain a "C" average. A member is admitted to this fraternity through pledgeship. This organization is affiliated with the National Band Fraternity.

Religious Student Centers. Tyler Junior College has four religious student centers. The Presbyterian Bible Chair, The Church of Christ Bible Chair, known as Tri-C, the Baptist Student Union, known as B. S. U., and The Methodist Student Union, also known as the Wesley Foundation. Each Bible Center promotes the teachings of accredited Bible courses, worship, fellowship, fun and entertainment for any Tyler Junior College student.

Community Concerts. The Tyler Community Concerts organization extends to any regular Tyler Junior College student the privilege of free admission to its concerts at Wise Auditorium on presentation of valid Tyler Junior College Identity Card.

Circle K. This is a group of young men and young women by the Kiwanis Clubs of Tyler. It is a service organization.

The Harmony and Understanding Group. A group out of The Singing Apaches, specializing in "pop music". This group has appeared on state-wide television in the Miss Texas pageant yearly since 1973.

The Hudnall Planetarium. This well-known planetarium offers scheduled programs for the general public and daily programs by reservation for school groups. There is no admission charge for students or faculty who present a Tyler Junior College Identity Card.

Athletic Program. The Tyler Junior College inter-collegiate athletic program has become internationally known because of the excellence of its football, basketball baseball and tennis teams. Each year these teams are numbered among the top of the nation. Few are the colleges whose names inspire as much respect and admiration as does the name "Apaches."

Much of the credit for achieving national standing year in and year out goes to the spirit of the student body in its "twelfth-man" backing of the teams.

SUGGESTED COURSES OF STUDY

Planning a Program in Tyler Junior College. It is important that the beginning college student determines his objective at the time of enrollment and then plans his program to carry him directly to its achievement.

Tyler Junior College, with its Counseling Staff and broad course offerings, assists in planning each student's program to meet his needs.

Students seeking a baccalaureate degree are given course plans designed to meet the special requirements of the degree choice at the chosen senior college or university. Terminal program students are given courses which prepare them for the career of their choice.

The following plans are a few of the most popular fields. Their listing does not indicate that others cannot be taken. College officials will work out degree programs in any desired field.

Since college plans differ, the student should check his course by the catalogue of the college to which he intends to transfer or request the Registrar or Counselor to assist him in doing so.

All first year students take Physical Education unless excused by a doctor's statement.

Agriculture

SUGGESTED COURSE PLAN

Semester I	Semester II
English 113	English 123
Science*	Science*
History 213	History 223
Agriculture*	Agriculture*
Agriculture* or Math*	Agriculture* or Math*
P. E.*	P. E.*
Psychology 111	

Agriculture 113 — General Animal Husbandry (3-3) An introductory survey course intended to acquaint the student with the importance of livestock and livestock farming. General factors influencing efficiency in feeding, market value, breeding, health and adaptability of various species to geographical and climatic regions are studied. The course is designed to develop in the student an appreciation of improved livestock. Selecting and judging the various breeds and market classes are stressed in laboratory.

Agriculture 113B — Dairying (2-3) Dairying in its relation to agriculture and community development; branches of dairy industry and conditions affecting their development; the place of dairying on the farm; composition and food value of milk and its products; the production and handling of clean milk on the farm.

Agriculture 113C — Poultry Production (2-3) The breeds and types of poultry, culling, poultry for egg production, incubation, brooding and feeding for growth and egg production, winter and summer management, housing and hygiene, preparing poultry for market, methods of marketing; practical application of these subjects to general farm conditions. The practice consists of the identification of breeds and varieties, judging, poultry for egg production, plans for poultry farms and poultry houses, identification of feeds.

Agriculture 113E — Introduction to Agricultural Economics (3-0) Characteristics of our economic system and basic economic principles. Organization and management of the farm and ranch firm; structure and operation of the agricultural

*See a Tyler Junior College counselor for specific courses in this department and for the suggested course plan for Semester III and IV.

marketing system; functional and institutional aspects of agricultural finance; the farm problem, its causes, consequences and suggested solutions.

Agriculture 113F — Farm Management (3-0) The art and business of managing a farm, including the study of choosing suitable major and minor enterprises that will provide a profitable business; such as selecting a farm, using proper kinds and amount of labor and capital, simple and accurate cultural organizations, agriculture experiment and extension service.

Agriculture 113G — Landscaping (3-0) This course will acquaint the student with trees, shrubs, grasses, perennials, and annuals suitable for landscaping the home grounds, churches, schools, and parks. Biological classification, plant characteristics, best combinations, propagation methods, digging, bagging, transplanting, pruning, and care will be studied.

Agriculture 114A — General Entomology (3-2) The systematic study of the principal orders of insects; the relation of the anatomy of the insect to control measures; the life histories of the more common insects; methods of control for injurious forms.

Agriculture 123 — Fundamentals of Crop Production (2-3) Classification and distribution of farm crops; importance of good varieties and good seed; crop improvement; preparation of the seed bed, commercial fertilizers, manures and lime; seeding practices; crop tillage; harvesting; meadow and pasture management; weeds; crop rotation; diseases and insect enemies.

Agriculture 123B — Horticulture (2-3) A general study of horticulture; the growth and fruiting habits of horticulture plants; a study of the principles and practices of propagating vegetables; fruits and ornamentals, including the methods of handling seed, cuttage, layerage, grafting, budding and bulbs; a study of the planting, fertilization, care, culture, harvesting, handling and utilization of fruit and vegetable crops. Prerequisite: Biology 114B or taken concurrently.

Agriculture 123C — Marketing of Agriculture Products (3-0) A study of the general principles, practices, and problems involved in marketing farm products.

Agriculture 123D — Wildlife Management (3-0) A course designed to acquaint the student with the wildlife resources of the United States with special reference to Texas. Emphasis is placed on the inter-relationship of plants and animals in our en-

vironment with plans and methods for rehabilitation, maintenance and increase of the desirable species.

Agriculture 123G — Floriculture for Home (3-0) Home beautification through the proper use of flowering plants. Selection, culture and use of garden annuals, biennials, perennials, bulbs, and home plants; principles of design and planting methods; garden maintenance; use of fertilizers and composts; pest control; growing structures; and care of cut flowers.

Agriculture 213 — Methods of Animal Selection (3-0) A study of the origin, history, and breed characteristics of livestock, including adaptation, distribution, and breed organizations. A detailed study will include the latest methods of animal selection. Prerequisite: consent of instructor.

Agriculture 213A — Pasture Management (3-0) The study of grasses. Identification of the genera and species of economic importance in Texas will be stressed. Attention will be given to the economic value of the various grasses and their ecological significance, and to the distribution, propagation, and management of grasses.

Agriculture 213B — Vegetable Gardening (2-3) This course consists of the practical methods and principles in home and commercial vegetable gardening. It will include the study of sites, soils, fertilizers and varieties that are adapted to this area. Lab work pertaining to vegetable growing will be carried on at an outside site.

Agriculture 223 — General Veterinary Science (2-2) An introduction to the physiology and anatomy essential to an understanding of the diseases of farm animals. Emphasis will be placed upon livestock sanitation, and prevention, control and eradication of diseases of farm animals.

Agriculture 223A — Farm Shop (1-4) This course involves the basic skills in arc and oxyacetylene welding, soldering, hot and cold metal work, sheetmetal work, cutting metal and brazing. Also concrete construction, farm plumbing and fitting of farm tools will be covered.

Air Conditioning and Refrigeration

Students successfully completing this program receive the Associate-in-Applied Science Degree.

The curriculum is designed to prepare the student to assist in planning, installing, operating and maintaining air conditioning equipment. The required technical information is

presented and related skills are developed which will enable the graduate to function efficiently when working with engineers, system designers, skilled craftsmen, salesmen, and others in the field.

Students in this program are required to furnish their own hand tools for use in laboratory classes.

AIR CONDITIONING AND REFRIGERATION CURRICULUM

Semester I	Semester II
English 113	English 223B
Mathematics 113*	Mathematics 113T*
Air Conditioning 113A	Air Conditioning 113B
Air Conditioning 113D	Air Conditioning 123A
Approved Elective**	Air Conditioning 123D
Psychology III	
Semester III	**Semester IV**
Physics 113	Business Administration 213L
Air Conditioning 213	Air Conditioning 223
Air Conditioning 213A	Air Conditioning 223A
Business Administration 113B	Approved Elective**
Approved Elective**	Approved Elective**

Air Conditioning 111 — Blueprint Reading - Machine Shop (1-0) This is the first one-third of Air Conditioning 113B offered on a one semester hour basis. Air conditioning 113B and Air Conditioning 111 cannot both be counted for credit.

Air Conditioning 111A — Blueprint Reading - Architectural (1-0) This is the second one-third of Air Conditioning 113B offered on a one semester hour basis. Air Conditioning 113B and Air Conditioning 111A cannot both be counted for credit.

Air Conditioning 111B — Blueprint Reading - Sheet Metal & Structural (1-0) This is the third one-third of Air Conditioning 113B offered on a one semester hour basis. Air Conditioning 113B and Air Conditioning 111B cannot both be counted for credit.

Air Conditioning 113A — Fundamentals of Refrigeration (2-4) Terminology, laws of refrigeration, absolute pressure and absolute temperature, energy conversion units; specific heat, latent heat, and sensible heat; measurement of heat in quantity

*Student placement in mathematics classes is based upon the results of tests and subjects completed before admission.

**Suggested Electives: Business Administration 113A, Mid-Management 223B (Introduction to Public Relations), History, Government, Mid-Management 113B (Principles of Management)

and intensity; tone of refrigeration, pressure temperature relationships, transfer of heat by conduction, convection and radiation; elementary refrigeration, methods applicable to air conditioning, and refrigeration.

Air Conditioning 113B — Blueprint Reading (3-0) Interpreting blueprints related to the installation and servicing of refrigeration and air conditioning units. Reading floor plans, symbols of material and building parts, abbreviations, the architect's scale, reading a scale, measuring blueprints to obtain dimensions, dimensioning standards, wall and ceiling construction, finding structural information on blueprints, types of construction and locating details of blueprints.

Air Conditioning 113D — Fundamentals of Electricity (2-2) This includes alternating voltage and current; the sine wave; vectors and phasors; phase relationships; inductance; inductive reactance; inductive circuits; capacitive reactance; capacitive circuits; R-C, R-L, and R-L-C circuits; time constants; vector algebra, resonance, and filters.

Air Conditioning 123A — Refrigeration Machines (2-4) Refrigerants and their application in commercial refrigeration; system components, accessories, installation procedures and techniques; diagnosing service problems of mechanical difficulties; methods of defrosting; and making sketches of designs for high, medium, and low temperature installation. Symbols for refrigeration and piping equipment will be used in making sketches.

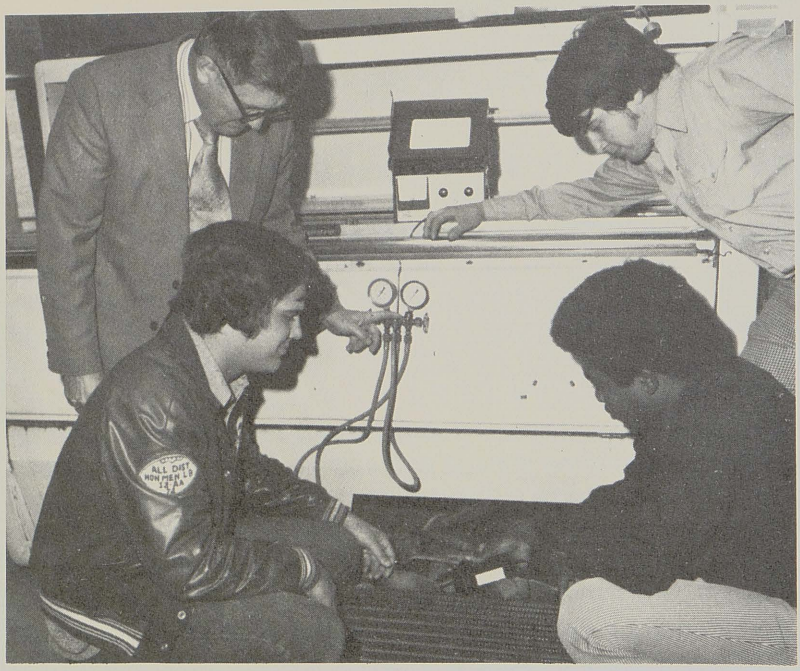
Prerequisite: AC 113A or consent of the instructor.

Air Conditioning 123D — Automatic Controls (2-2) A study of automatic controls and control systems. Time delay relays and switches, power switches, magnetic switches, meters, and application of these devices to control systems. Operation and control of motors, generators, alternators, servomechanisms and other positioning devices.

Prerequisite: AC 113D or consent of the instructor.

Air Conditioning 213 — Commercial Refrigeration Systems (2-4) Procedures of load calculating used in commercial refrigeration. Various types of installations are studied with emphasis on the product to be cooled, the desired temperatures to be maintained, and humidity conditions. Problems involving system balance and component capacity. Use of heat load charts, pipe sizing tables, manufactured data, and specification sheets.

Prerequisite: AC 123A or consent of instructor.



Air Conditioning 213A — Heating (2-4) Warm air systems, heat emitters, electric heating, forced hot water and steam heating systems including selection and sizing of equipment — registers, grills, furnaces, boilers, radiators, baseboard, piping, and ducts. Fuels and burners used in supplying heat for various types of heating systems — coal, oil, natural gas, manufactured gas, liquified petroleum gas, and electricity. Experiments in equipment selection, installation, adjusting, and servicing will be conducted. Heating layout and specifications for an existing structure or one in blueprint stage will be prepared.

Air Conditioning 223 — Air Conditioning Principles (2-4) An introduction to air distribution. Humidity, saturated and unsaturated mixtures; psychrometric charts and graphs; specific heat and air flow calculations, heat load calculations, the state of mixture of two air streams, bypass factor and dehumidification.

Air Conditioning 223A — Related Problems - System Designs (2-4) The student will conduct a research project and write a report which involves an actual installation. This course consists of making drawings that emphasize commercial refrigeration and air-conditioning layouts. Information is gathered, calculations are made, schematic drawings are prepared, and specifications written for the specified installations.

*Art

SUGGESTED COURSE PLAN

Semester I
English 113
History 213
Foreign Language**
Art 113D
Art 113E
P. E.**
Psychology 111

Semester II
English 123
History 223
Foreign Language**
Art 123D
Art 123E
P. E.**

Art 113D — Design I (2-4) A study of all of the art elements and art principles with emphasis upon two-dimensional designs using a wide range of media and techniques. Text as well as lecture and laboratory study is included.

Art 113E — Drawing I (3-3) A basic course in the fundamentals of representation through the drawing of simple objects, still lifes, landscapes, and architectural subjects with an introduction to figure drawing. Emphasis is placed on a sound understanding of freehand drawing skills including: line, value, proportion, and perspective through the use of a wide variety of drawing media and techniques. Text as well as lecture and laboratory study is included.

Art 114B — Art for the Elementary School (Formerly Elementary Design (2-4) A basic course for the students of elementary school teaching in which they are introduced to the methods of teaching and using a wide variety of techniques and media in creative two- and three-dimensional projects for the appropriate elementary levels. Text as well as lecture and laboratory study is included.

Art 123D — Design II (2-4) A continuation of Design I introducing three-dimensional design concepts. Text as well as lecture and laboratory study is included.

Art 123E — Drawing II (3-3) A continuation of Art 113E with emphasis on drawing the head and human figure using various media and techniques. Basic skeletal and muscular structure of the human figure as related to drawing is included. Text as well as lecture and laboratory study is included.

*Students planning to transfer art credit on a bachelors degree are required to prepare and retain a portfolio of their work to facilitate their transfer.
**See a Tyler Junior College counselor for specific courses in this department and for the suggested course plan for Semesters III and IV.

Art 213 — History of Art I (3-0) A critical and analytical study of painting, sculpture, architecture, and crafts from prehistoric time to the end of the Middle Ages, through the use of slide illustrated lectures and text study.

Art 213C — Ceramics I (3-3) Introduction to ceramic processes. Basic materials and techniques. Hand building, glazing and firing procedure, and introduction to the use of the potter's wheel.

Art 213D — Design III (2-4) An advanced investigation into a wide range of two-dimensional design problems using various media and methods. Emphasis is placed on technique and individual expression.

Art 213E — Drawing III (3-3) A life drawing course with emphasis on the structure and action of the human figure. Text as well as lecture and laboratory study is included.

Art 213S — Sculpture I (2-4) A basic study of various sculptural approaches using a wide variety of materials, including both additive and subtractive techniques.

Art 213O — Painting I (2-4) An introduction to the problems of painting and composition, in oil and/or acrylic media. Subjects include color and value mixing charts, simple objects, still lifes, and landscapes done in an objective and representational manner.

Art 223 — History of Art II (3-0) A critical and analytical study of painting, sculpture, architecture, and crafts from early Renaissance times to the present, through slide illustrated lectures and text study.

Art 223C — Ceramics II (3-3) Problems in ceramics. Personal and professional development in forming and decorating techniques. Emphasis on mastery of potter's wheel, glaze calculation, and casting methods.

Art 223O — Painting II (2-4) A continuation of Art 213O with emphasis on more creative and experimental areas of painting, including the development of painting styles. A wide range of subjects and techniques including abstraction and non objective art are introduced.

Art 223W — Water Color Painting (2-4) An introduction to the water color medium as a means of artistic expression in the interpretation of still lifes and landscapes done in a representational manner.

Banking

MID-MANAGEMENT CURRICULUM

(Banking Option)

Students completing this two year course of study will receive an Associate-in-Applied Science degree in Mid-Management — Banking Option. The program meets the requirements for American Institute of Banking Basic, Standard, and Advanced certification.

Semester I
Banking 113
Economics 213
English 113 or
Banking 223F
Business Administration 113D
Mid-Management 113B

Semester II
Banking 123
Banking 123S
Banking 223E
Business Administration 113A
Electronic Data Processing 123C

Semester III
Banking 213
Banking 213A
Banking 213B
Speech 113
Business Administration 123A
Mid-Management 213B

Semester IV
Banking 223A or
Approved Elective**
Banking 223
Approved Elective**
Banking 223G
Banking 113S or
Approved Elective**
Psychology 213
Approved Elective**
Government 213

Banking 111 — Planning Management Development (2-0) This middle management seminar is designed to assist bank officers who are responsible for the planning, recruiting, and development of bank management personnel. Cases and outside readings are used in this seminar. It can be presented as a brief, intense workshop or as a twelve-session seminar.

Banking 111A — Loss Prevention (1-0) This seminar focuses on check cashing, check swindles, bank holdups, and security procedures.

**Approved Electives: Business Administration 113B (3 Sem. Hrs. Credit), Real Estate Management 113(3 Sem. Hrs. Credit), Mid-Management 113C (3 Sem. Hrs. Credit), Business Administration 113E (3 Sem. Hrs. Credit), Banking 223H (3 Sem. Hrs. Credit), Banking 111 (1 Sem. Hr. Credit), Banking 111A (1 Sem. Hr. Credit), Banking 111B (1 Sem. Hr. Credit), Banking 113A (3 Sem. Hrs. Credit), Banking 113B (3 Sem. Hrs. Credit), Banking 223D (3 Sem. Hrs. Credit), Banking 223E (3 Sem. Hrs. Credit), Banking 112 (2 Sem. Hrs. Credit), Banking 122 (2 Sem. Hrs. Credit), Banking 211 (1 Sem. Hr. Credit), Banking 223B (3 Sem. Hrs. Credit), Banking 223C (3 Sem. Hrs. Credit).

Banking 111B — Bank Management by Objectives (1-0) This middle management seminar is designed to assist bank officers in learning how to translate bank problems into realistic goals, for the individual and the bank, through the management-by-objectives system. Cases and outside readings are used in this seminar. This course can be presented as a brief, intense workshop or as an eight-session seminar.

Banking 112 — Orientation to Banking (2-0) This course is designed to combine Selling Bank Services and The Starter Series. Designed for tellers and new-accounts personnel, it is directed toward meeting customer needs in regard to checking accounts, saving services, loans to individuals, safe deposit boxes, and other services. It also includes an orientation of new employees in regard to developing an acceptable personal image and discover their place in banking.

Banking 122 — Loan and Discount (2-0) This seminar teaches bank employees the essential facts about promissory notes, including calculating interest and discounting commercial paper; guaranties; general collateral agreements; examining and processing documents accompanying notes secured by stocks, bonds, and savings account passbooks, and the concepts of attachment, perfection, priority, default, and foreclosure.

Banking 113 — Principles of Bank Operations (3-0) This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may view his chosen profession in a broad (and operational) perspective. The descriptive orientation is intentional. Banking is increasingly dependent upon personnel who have the broad perspective so necessary for career advancement.

Banking 113A — Bank Letters and Reports (3-0) This course is designed for those bank officers, supervisors, and employees who dictate or review correspondence. Since bank letters are actually public relations documents, all persons should be familiar not only with the mechanical forms of bank letters but also with the psychological principles that help the letter writer achieve best results. The course reviews letter forms emphasizes fundamental principles underlying modern correspondence, and examines different kinds of bank letters.

Banking 113B — Savings and Time Deposit Banking (3-0) This course reflects recognition of the fact that a knowledge of the historical development of savings institutions and an awareness of the basic economic function of the saving process are necessary to an understanding of the current operations and

policies of these institutions. It begins with a review of the economics of the savings process in order to clarify important differences between financial savings by individuals or organizations and real saving that appears as capital formation. Different types of financial savings are reviewed in order to describe the system of financial flows of income to capital investment.

Banking 113S — Credit Administration (3-0) This course, directed toward the executive level, concerns itself partly with a statement and a discussion of factors influencing and determining loan policy. Methods of credit investigation and analysis, credit techniques, specific credit problems, and regular, as well as unusual types of loans are discussed.

Banking 123 — Federal Reserve System (3-0) This course examines the operations and policies of the Federal Reserve System during critical periods over the past 60 years. The approach taken is topical rather than chronological, thereby enabling students to compare and contrast federal policies dealing with similar problems at different periods in time. Attention is given to international monetary affairs and economic developments affecting the American fiscal system.

Banking 123S — Money and Banking (3-0) This course stresses the practical aspects of money and banking and emphasizes the basic monetary theory needs by the banking student to apply his knowledge to his particular job. Historical treatment has been kept to a minimum. Emphasis is also placed on such problems as economic stabilization, types of spending, the role of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussions on the banking industry in affecting yield curves and the structuring of portfolios.

Banking 211 — Conference Planning and Leadership (1-0) This course is centered on a specific phase on the problem of human understanding. It is concerned with an important responsibility of management; to communicate and to coordinate ideas in the most effective way possible. It gives consideration to the dynamics of human interaction in groups convened to solve problems and make decisions. The essentials of parliamentary procedure are also stressed, thus presenting an effective technique for achieving consenus and formalizing and recording the decision-making process.

Banking 213 — Bank Investments (3-0) Because the bank's needs for primary reserves and loanable funds limit the funds available for investment, this course describes the nature of

such funds and how their uses are determined. It also analyzes the primary and secondary reserve needs of commercial banks, the sources of reserves, and their random and cyclical fluctuations, showing the influence of these factors on investment policy. This analysis is followed by a study of yield changes as they affect a bank's long-term holdings.

Banking 213A — Bank Management (3-0) This course is based on the second edition of the text that presents new trends which have emerged in the philosophy and practice of management. The study and application of the principles outlined provide new and experienced bankers with a working knowledge and bank management. Since case study is becoming well established as an effective management learning technique, this text also introduces the use of cases as a new element.

Banking 213B — Trust Functions and Services (3-0) This new course presents a complete picture of the services rendered by institutions engaged in trust business. Providing an introduction to the services and duties involved in trust operations, the course is intended for all bankers, not only those who are engaged in trust business. It endeavors to keep clear the distinction between business and legal aspects of trust functions.

Banking 223 — Installment Credit (3-0) In this course, the techniques of installment lending are presented concisely. Emphasis is placed on establishing the credit, obtaining and checking information, servicing the loan, and collecting the amounts due. Each phase of a bank's installment credit operation should be carefully scrutinized to be certain that the most efficient methods are employed, for only through an efficient operation can a bank maximize its profits on this particular kind of credit. Other topics discussed are inventory financing, special loan programs, business development and advertising, and the public relations aspect of installment lending.

Banking 223A — Analyzing Financial Statements (3-0) A fourth edition of the textbook is used for this course and is organized into two main sections: Characteristics of Financial Statements and Financial Statement Analysis. The first section serves as a useful review of basic accounting principles for those students who have studied accounting. For those who have not, this section provides the minimum accounting background necessary for profitable study of financial statement analysis.

Banking 223B — Financing Business Enterprise (3-0) Stress is placed on the difference between lending and investing, and on

the fact that investing in a corporation and financing a corporation are different aspects of the same subject. In this course, the material is presented from the viewpoint of the corporate treasurer who must safeguard the financial future of his corporation.

Banking 223C — Argumentation and Debate (3-0) This course is planned to set forth the principles of argumentation, so that the debater will have the necessary background for the development of his own technique. It describes the analysis of the debate subject, gives the principles of logical argument, and suggests how the case may be presented most effectively.

Banking 223D — International Banking (3-0) The second edition of this text is an introduction to a vast field for those working in international departments, as well as for those involved in the domestic activities of their banks. The essential objective of this course is to present the basic framework and fundamentals of international banking, how money is transferred from one country to another, how trade is financed, what the international agencies are and how they supplement the work of commercial banks, and how money is changed from one currency to another.

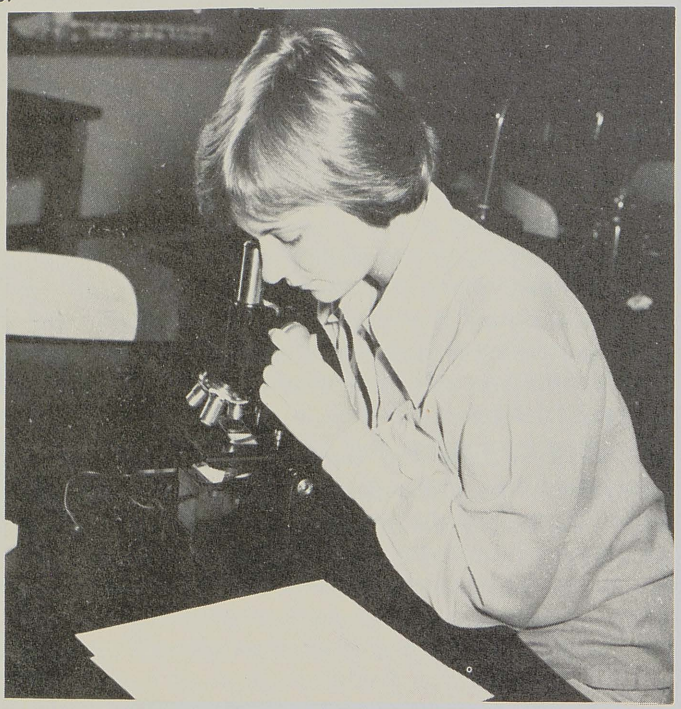
Banking 223E — Law and Banking (3-0) An introduction to basic American law, presenting the rules of law which underlie banking. Topics include jurisprudence, the court system and civil procedure, contracts, quasicontracts, property, torts and crimes, agencies, partnerships, corporations, sales of personal property, commercial paper, bank deposits and collections, documents of title, and secured transactions. Emphasis is on the Uniform Commercial Code.

Banking 223F — Effective English (3-0) This course seeks to impress upon the student the need to consider both the purpose of the communication and the person who will receive it. The text explains the fundamental principles for using the English language. It points out the ways in which communication may be heightened by proper use of the techniques of language. It also is concerned with the mastery of language through wide reading, and interest in words, and practice in writing.

Banking 223G — Marketing for Bankers (3-0) This course discusses the basics of public relations, both internal and external, and seeks simply to explain the why, the what, and some of the how of public relations and marketing. It is intended as an overview for all bankers in terms of what everyone in banking

should know about the essentials of bank public relations and marketing.

Banking 223H — Management of Commercial Bank Funds (3-0) This course deals with those necessary principles from which the student can derive an adequate philosophy of funds management. Differences between practices in large banks and smaller institutions are illustrated for course institutions of all sizes.



Biology

Bachelor of Arts or Bachelor of Science Degree

Semester I
English 113
History 213
Science*
Foreign Language*
Mathematics*
P. E.*
Psychology 111

Semester II
English 123
History 223
Science*
Foreign Language*
Mathematics*
P. E.*

*See a Tyler Junior College counselor for specific courses in this department and for the suggested course plan for Semesters III and IV.

Biology 113B — Anatomy and Physiology (3-2) A study of the anatomy and physiology of the human body. It emphasizes biological principles as applied to vertebrates in general and man in particular.

Biology 123B — Anatomy and Physiology (3-2) A continuation of Biology 113B. Prerequisite: Biology 113B.

Biology 114 — Animal Biology (3-3) An introductory study of the nature of protoplasm and the structure and function of cells is followed by a survey of the animal kingdom, with emphasis on such forms as are of human interest or application. There follows a study of adaptations in selected types as a basis for a consideration of the origin of species and the principles of organic evolution. This course may be followed, or preceded, by Biology 124B by students desiring a year of general biology; it should be followed, or preceded, by Biology 124 by those desiring general zoology.

Biology 114A — Microbiology (3-3) The characteristics and activities of microorganisms and their relation to health and disease.

Biology 114C — Introductory Biology I (3-3) Survey of structures and functions common to living forms. This course also includes the principles of cell biology, classification, reproduction evolution and ecology.

Biology 124 — Animal Biology (3-3) A study of organ systems of vertebrates, with special reference to man, followed by an introduction to embryology and to the basic principles of heredity.

Biology 124B — General Botany (3-3) An introduction to the plant kingdom with emphasis on the importance of plants to man.

Biology 124C — Introductory Biology II (3-3) This course places emphasis on the development, structure and function of the organ systems of man. Also included are principles of heredity, ecology and evolution as applied to man.

Biology 224 — Comparative Vertebrate Anatomy (3-4) A comparative study of the morphology, physiology, and phylogenesis of vertebrate organ systems. Required of predental, premedical and biology majors. Prerequisite: Biology 114 and 124 or 124B.

Business Administration

ONE YEAR BUSINESS AND COMMERCIAL COURSES

For business students interested in an intensive business course, the Certificate of Proficiency is awarded either in secretarial administration or general business, upon completion of 30 semester hours of work (exclusive of P. E. and Psychology 111). These courses are planned to train the student for work in an office. All courses listed under the suggested plan are required.

SECRETARIAL COURSE

Semester I	Semester II
Business Administration 123S*	Business Administration 213S*
Business Administration 121S*	Business Administration 211S*
Business Administration 123T*	Business Administration 213T*
Business Administration 113F	Business Administration 123F
Business Administration 113R	Business Administration 113C
Business Administration 113M	Business Administration 113A
Physical Education	or 214
Psychology 111	Physical Education

GENERAL BUSINESS COURSE

Semester I	Semester II
Business Administration 123T*	Business Administration 213T
Business Administration 113R	Business Administration 113C
Business Administration 113F	Business Administration 123F
Business Administration 113G	Business Administration
Business Administration 113M	113A or 214
Psychology 111	Business Administration 113D
Physical Education	Electronic Data Processing111
	Physical Education

SUGGESTED ASSOCIATE IN BUSINESS ADMINISTRATION DEGREE PLANS.

GENERAL SECRETARIAL PROGRAM

Semester I	Semester II
Business Administration 113R	English 113
Business Administration 113B	Business Administration 113D

*Students will be placed in typing and shorthand at determined proficiency levels on the basis of high school courses and or proficiency tests

Business Administration 113F
Business Administration 113S*
Business Administration 111S*
Business Administration 113T*
Physical Education
Psychology 111

Semester III
Business Administration 213S
Business Administration 211S
Business Administration 113M
Business Administration 113G
Business Administration 213T
or Speech 223A
Business Administration 113A
or
Business Administration 214

Business Administration 123F
Business Administration 123S*
Business Administration 121S*
Business Administration 123T*
Physical Education

Semester IV
Business Administration 223S-
221S or
Business Administration 223F
Business Administration 113C
Business Administration 123G
Electronic Data Processing 111
Government 223
Business Administration 123A
or
Business Administration 224

GENERAL OFFICE PROGRAM

Semester I
English 113
Business Administration 113T*
Business Administration 113F
Business Administration 113B
Business Administration 113M
Physical Education
Psychology 111

Semester II
English 123
Business Administration 123T*
Business Administration 123F
Business Administration 113C
Speech 223A
Physical Education

Semester III
Business Administration 113G
Economics 213
Business Administration 113D
Business Administration 113A
or
Business Administration 214
Business Administration 213T
or
Business Administration 213L

Semester IV
Government 223
Economics 223
Business Administration 123G
Business Administration 123A
or
Business Administration 224
Electronic Data
Processing 111
Elective

*Students will be placed in typing and shorthand at determined proficiency levels and professional electives substituted where warranted.

LEGAL SECRETARIAL PROGRAM

Semester I
English 113
History 213
Business Administration 113S*
Business Administration 111S*
Business Administration 113T*
Business Administration 113F
Physical Education
Psychology 111

Semester II
English 123
History 223
Business Administration 123S*
Business Administration 121S*
Business Administration 123T*
Business Administration 123F
Physical Education

Semester III
Government 213 or 223
Business Administration 113M
Business Administration 213S
Business Administration 211S
Business Administration 213T
or
Business Administration 223T
Business Administration 113A
or
Business Administration 214

Semester IV
Business Administration 113C
Business Administration 213L
Business Administration 223F
Business Administration 223S
Business Administration 221S
Business Administration 223L

MEDICAL SECRETARIAL PROGRAM

Semester I
English 113
History 213
Business Administration 113T*
Business Administration 113S*
Business Administration 111S*
Business Administration 113F
Physical Education
Psychology 111

Semester II
English 123
History 223
Business Administration 123T*
Business Administration 123S*
Business Administration 121S*
Business Administration 123F
Physical Education

Semester III
Business Administration 113M
Biology 113B
Business Administration 213T
or
Business Administration 223T
Business Administration 213S
Business Administration 211S
Business Administration 113A
or
Business Administration 214

Semester IV
Business Administration 113C
Biology 123B or 114A
or
Business Administration 223F
Business Administration 223S
Business Administration 221S
Government 223
Business Administration 223M

*Students will be placed in typing and shorthand at determined proficiency levels and professional electives substituted where warranted.

BACHELOR OF BUSINESS ADMINISTRATION

(GENERAL PLAN)

Semester I
English 113
History 213
Science**
Mathematics 113**
Speech 113A or 113
Physical Education
Psychology 111

Semester II
English 123
History 223
Science**
Mathematics 113K**
Elective**
Physical Education

Business Administration 113 — Oil and Gas Law (3-0) A course designed for those employed in petroleum production, leasing, scouting and other oil industry activities.

Business Administration 113A* — Elementary Accounting (3-0) Fundamental principles of double-entry bookkeeping applied to a sole proprietorship. Emphasis is given to the following records: financial statements, work sheet, special journals, fixed assets and depreciation.

Business Administration 123A* — Elementary Accounting (3-0) A continuation of Business Administration 113A. Attention is given to accrued income, accrued liabilities, deferred charges, depreciation, bad debts, taxes, reserves, controlling accounts, and business vouchers. Accounting for partnerships is introduced. A practice set covering the complete bookkeeping cycle is prepared.

Prerequisite: Business Administration 113A.

Business Administration 113B — Introduction to Business (3-0) A general business course designed to give the student an understanding of the fundamental principles of business operation.

Business Administration 113C — Business Correspondence (3-0) This is a study of communications in modern business with emphasis on the business letter. The organization of all types of business letter, paragraph development, use of punctuation, numbers, capitals etc., are stressed.

Business Administration 113D — Business Mathematics (3-0) This course covers the simpler exercises and problems of everyday business calculations — including such topics as the use of aliquot parts, practice on short methods of calculation,

*Business Administration 113A - 123A does not meet the baccalaureate degree requirements in Accounting.

**See a Tyler Junior College counselor for specific courses in this department and for the suggested course plan for Semesters III and IV.

fractions, percentage, interest and discount, bonds, depreciation, social security, taxes, property taxes, insurance and stocks.

Business Administration 113E — Personal Finance (3-0) Topics studied include inflation, tax problems, insurance, annuities, credit, home ownership, bank accounts, and investments.

Prerequisite: Instructor's consent.

Business Administration 113F - 123F — Secretarial Practice (3-0) A course designed for students who are interested in the secretarial field. It covers office ethics, duplicating machines, transcribing machines, filing and postal information; practice is given in interviewing callers, attending business conferences, and in telephone techniques.

Business Administration 113G — Office Practice (3-0) Development of knowledges and skills in payroll, business forms, and posting-bookkeeping machines.

Business Administration 123G — Office Practice (3-0) Business etiquette, personality development, and group and individual office contracts are discussed.

Business Administration 113M — Office Machines (3-0) A course planned to develop in the student a working knowledge of calculating machines and business mathematics, with emphasis on the touch system for rapid calculations.

Business Administration 113R — Business English (3-0) Fundamentals of grammar, punctuation and sentence structure as employed in written business communications. Work study; sentence analysis; punctuation; paragraphing; planning.

Business Administration 113S — Elementary Shorthand (3-3) Introduction of principles of Gregg Shorthand, Diamond Jubilee series. Includes development of ability to read and write shorthand outlines. Attention is given to the improvement of shorthand characters and phrasing skills.

Business Administration 111S — Elementary Transcription (0-3) Must be taken concurrently with B. A. 113S. The purpose of this course is to introduce students to the standards necessary in producing mailable transcripts, grammar, spelling, and punctuation correctness and use of forceful English.

Business Administration 113T — Beginning Typewriting (1-5) A beginner's course in typewriting. Exercises for the mastery of the keyboard by the touch system, instruction in the care of the machine, introduction of form and arrangement of simple business letters, and simple centering, tabulation, and

manuscripts.

Business Administration 123T — Intermediate Typewriting (1-5) For those students who have had typewriting in high school or who have had BA 113T. Preparation of business letter, typing of business letter, tabulating of materials, typing of manuscripts.

Business Administration 213T — Advanced Typewriting (1-5) This course includes business reports, business documents, legal documents, tabulation, statistical material, manuscripts, cutting stencils, various forms of business letters and a continued emphasis upon typing speed and efficiency.

Business Administration 113V — Beginning Typewriting (2-2) A beginner's course in typewriting. Exercises for the mastery of the keyboard by the touch system, instruction in the care of the machine, introduction of form and arrangement of simple business letters, and simple centering, tabulation, and manuscripts.

Business Administration 123V — Intermediate Typewriting (1-2) For those students who have had typewriting in high school or who have had BA 113T. Preparation of business letter, typing of business letter, tabulating materials, and typing of manuscripts.

Business Administration 213V — Advanced Typewriting (1-2) This course includes business reports, business documents, legal documents, tabulation, statistical material, manuscripts, cutting stencils, various forms of business letters and a continued emphasis upon typing speed and efficiency.

Business Administration 123B — Federal Tax Accounting (3-0) This course deals primarily with the current federal income tax laws. While some attention is given to the economic, social and historic viewpoints, major emphasis is placed on the technical and accounting aspects, including the preparation of income tax returns.

Prerequisite: Instructor's consent.

Business Administration 123S — Intermediate Shorthand (3-3) Prerequisite: Satisfactory completion of B. A. 113S and B. A. 111S or one year of shorthand in high school; satisfactory completion of B. A. 113T or one year of typing in high school. Application of principles of Gregg Shorthand to develop the ability to take and accurately transcribe shorthand notes at increased dictation speeds.

Business Administration 121S — Intermediate Transcription (0-3) Must be taken concurrently with B. A. 123S. This course is required to attain proficiency in mailable transcriptions. Emphasis is given to vocabulary building and timed typewritten transcription of shorthand notes for mailable letters.

Business Administration 213S — Advanced Shorthand (3-3) Prerequisite: Satisfactory completion of B. A. 123S and 121S. Further development of shorthand skills to attain proficiency required for stenographic work. Emphasis on speed building and specialized dictation of various professions.

Business Administration 211S — Advanced Transcription (0-3) Must be taken concurrently with B. A. 213S. This course is required to attain proficiency in mailable transcriptions. Emphasis is upon specialized dictation, mailable transcriptions, and vocabulary building. Development of high-level skill in production work in order to meet office standards.

Business Administration 223S — Specialized Shorthand (3-3) Prerequisite: Satisfactory completion of B. A. 213S. Proficiency in taking all types of office materials from dictation is emphasized. Students may elect to specialize in any three secretarial areas: executive, legal, or medical.

Business Administration 221S — Specialized Transcription (0-3) Must be taken concurrently with B. A. 223S. This course is required to attain proficiency in dictation and transcription of legal documents, medical records and forms, and executive correspondence and materials.

Business Administration 213F — Business and Industrial Psychology (3-0) The psychological factors operating in business and industry. Employment procedures, personnel testing, attitude analysis, motivation, morals, advertising, and consumer market opinion and motivation research.

Business Administration 213I — Survey of Insurance (3-0) A general introductory course dealing with the theory and practice of insurance and its economic and social significance. A critical examination is made of the various types of life, fire, and automobile contracts available for protection against personal and business risks. In addition a brief study is made of state and federal insurance plans, suretyship, and other casualty and property coverage.

Business Administration 213L — Business Law (3-0) Fundamentals, contracts, agency, negotiable instruments, property, and real estate. General principles involving law or bailments, sales, conditional sales, agency, negotiable in-

struments as they appear in actual cases illustrating practical business problems.

Business Administration 213N — Salesmanship (3-0) A course dealing with the principles of personal salesmanship, with a study of methods, problems, and routine duties of a salesman.

Business Administration 223F — Executive Secretaryship (2-3) A course which analyzes the many diversified responsibilities of an executive secretary as an office supervisor.

This study emphasizes secretarial alertness to office problems, as well as the awareness of modern techniques in office management, case studies of secretarial procedure in the different business organizations, and the application of business ethics and office etiquettes.

This course is primarily designed for those sophomore secretarial students who have credit for college secretarial practice and advanced college shorthand during the freshman year.

Other students may be admitted with consent of the business faculty.

Business Administration 223I — Business and Industrial Sociology (3-0) Principles of work relations in jobs, emphasis on social relations of groups and occupations. Rise, scope, and major problems of industrial sociology. Social adjustment of the workers and social organization of work plant as integral parts of society.

Business Administration 223L — Secretarial Procedures (Legal) (3-2) This course emphasizes the professional rather than the purely routine or clerical aspects of the work of the legal secretary because of the tremendous need for improved professional standards for legal secretaries. This course is designed to fill a void in education for the legal secretarial profession.

Business Administration 223M — Secretarial Procedures (Medical) (3-2) This course emphasizes the professional rather than the purely routine or clerical aspects of the work of the medical secretary because of the tremendous need for improved professional standards for medical secretaries. This course is designed to fill a void in education for the medical secretarial profession.

Business Administration 223T — Specialized Typewriting (1-5) Legal or Medical typing is designed to give secretarial students backgrounds in the field of legal typing or medical typing as

well as to sharpen and refresh the skills of the inservice legal or medical secretaries. Legal typewriting stresses typing of legal documents, correspondence and terminology drills. Medical typing emphasizes medical terminology, case histories, correspondence, forms and articles.

Business Administration 214-224 — Principles of Accounting (3-3)** The principles of accounting for a single proprietorship organization. A study of the accounting equation, business transactions, business papers, ledgers, books of original entry, classifications and interpretation of accounts and statements, valuation accounts, accrued and deferred items, and the accounting cycle.

Second Semester — Accounting for partnership and corporate business enterprises. A study of the characteristics and records of each organization. Also, cost systems and budgetary controls. Accounting for funds, for management reports, and special analyses.

Chemistry

PRE-MEDICINE, PRE-DENTISTRY CURRICULUM

Semester I	**Semester II**
English 113	English 123
History 213	History 223
Chemistry 114	Chemistry 124
Biology 114C	Biology 124C
Mathematics 113A*	Mathematics 113B*
Physical Education	Physical Education
Psychology 111	

See also the Bachelor of Science plan in the Biology section of this catalog.

Chemistry 113 — Introductory Chemistry (3-2) Non-technical course which meets the needs of those who do not expect to specialize in science, engineering or medicine. The course content is devoted to a survey of the principles of inorganic chemistry. Must be followed by Chemistry 123 to satisfy a Physical Science requirement.

*See a Tyler Junior College counselor for specific courses in this department and for the suggested course plan for Semesters III and IV.

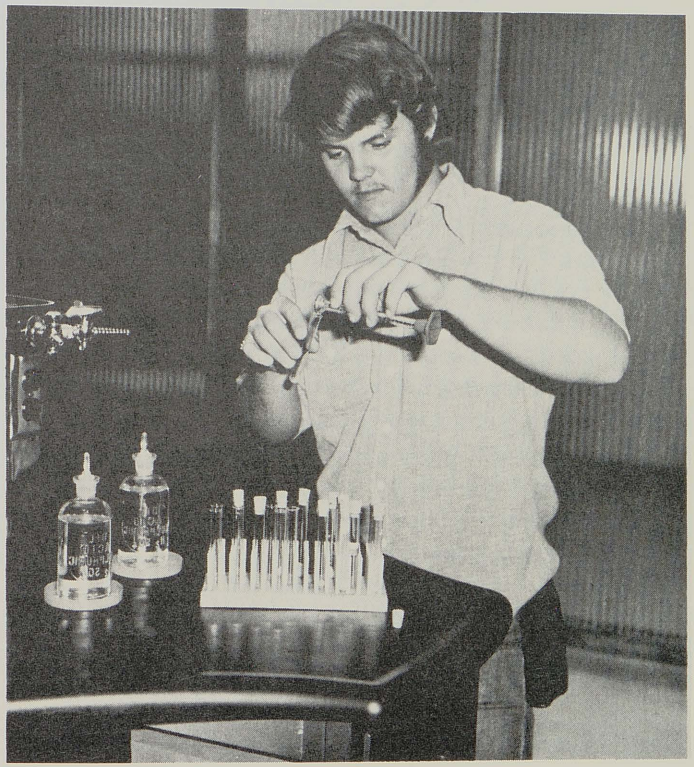
**Required in baccalaureate degree programs in Business Administration.

Chemistry 113D — Elementary Chemistry (3-2) A one semester course covering elementary inorganic, organic and biochemistry. Especially suited to those persons interested in Dental Hygiene.

Note: Neither Chemistry 113-123, 113D, nor 114A can be substituted for Chemistry 114-124 in meeting prerequisites in scientific curricula.

Chemistry 114 — General Chemistry (3-4) A course serving the prerequisite requirement for engineering, medicine, dentistry, and other professional courses requiring advance work in chemistry. Lectures, demonstrations, and laboratory work sufficient for an understanding of fundamental principles. Laboratory work includes introduction to quantitative and volumetric analysis.

Chemistry 114A Elementary Chemistry (3-4) A one semester course that serves to introduce the student to the essentials of inorganic, organic, and biological chemistry. Special emphasis is given to those principles which are of importance to the paramedical student.



Chemistry 124 — General Chemistry (3-4) A continuation of Chemistry 114, requiring study of equilibrium, acid-base concepts, and qualitative analysis. Prerequisite: Chemistry 114.

Chemistry 214 — Organic Chemistry (3-4) An introduction to the chemistry of the compounds of carbon for science majors. The reactions of aliphatic and aromatic compounds are considered in terms of carbonium ion, carbanion and free radical reaction mechanisms. Sterechemistry and molecular conformations are also considered. Laboratory work offers opportunity for the student to familiarize himself with reactions, properties, and relations of typical organic compounds. Prerequisite: Chemistry 124.

Chemistry 224 — Organic Chemistry (3-4) A continuation of Chemistry 214, requiring study of carboxylic and sulfonic acids, amines, ethers and phenols. Carbonyl and polyfunctional compounds are also considered. Prerequisite: Chemistry 214.

Data Processing Programmer

The College offers one and two year data processing programs.

The nine months program prepares the student to qualify for employment in the field of automatic data processing. The curriculum centers around the operation and control of data processing machines, including programming the electronic digital computer. A certificate of proficiency is granted upon successful completion of the first year of the associate degree program.

The two year program leads to the Associate in Applied Science Degree in Data Processing Programming and emphasizes mastery of the electronic digital computer.

DATA PROCESSING PROGRAMMER CURRICULUM

Semester I
English 113
Business Administration 113B
Business Administration 113A
Electronic Data Processing 111 or Approved Elective*
Electronic Data Processing 113A
Electronic Data Processing 113B

Semester II
English 223B
Electronic Data Processing 123A
Electronic Data Processing 123B
Electronic Data Processing 123D
Business Administration 123A
Electronic Data Processing 121 or Approved Elective*

Semester III
Electronic Data Processing 213A
Electronic Data Processing 213B
Electronic Data Processing 213C
Electronic Data Processing 213S
Approved Elective*

Semester IV
Electronic Data Processing 123C
Electronic Data Processing 223A
Electronic Data Processing 223B
Electronic Data Processing 223C
Electronic Data Processing 223D

Electronic Data Processing 111 — Key Punch (0-2) Basic fundamentals and operations of the key punch machine.

Electronic Data Processing 113A — Introduction to Computer (3-0) An introduction to computer concepts basic to all computers, such as magnetic storage, number systems, internal operations, information retrieval.

Electronic Data Processing 113B — Elementary Programming (3-3) Introduction to Business Programming using the RPG Language. Covers file definitions, input, output, calculations, and table handling. Program coding and debugging in the RPG language.

Electronic Data Processing 121 — Intermediate Keypunch (0-2) A course designed to attain proficiency in operating the keypunch machine using the touch system and program drum cards; emphasis on high volume and low error rate production.

Prerequisite: EDP 111.

*Suggested Electives: Business Administration 213L — Business Law, Economics 213 — Principles of Economics, Mid-Management 113B — Principles of Management, Speech 223A — Business and Professional Speaking, History, Government

Electronic Data Processing 123A — Intermediate Programming (3-3) An introduction to programming techniques using Assembly Language. Includes flowcharting, record layouts, and documentation. Writing source programs, compiling, and debugging in Assembly Language.

Prerequisite: EDP 113A or consent of the instructor.

Electronic Data Processing 123B — Computer Operating Systems (3-3) Individual instruction and operations of computer operating procedure; study of supervisor, job control, link edit, file maintenance, compilations.

Electronic Data Processing 123C — Management Computer Use (3-0) A study of computer equipment and techniques designed specifically to create better communications between non-technical management and computer technicians at all levels.

Electronic Data Processing 123D — DOS Utilities (3-0) A study of vendor supplied utility programs with emphasis placed on format and preparation. An introduction to DOS Job Control, disk, and card concepts vital to operators and programmers.

Electronic Data Processing 213A — Advanced Programming (3-3) Business report preparation through the use of USA Standard COBOL. Stresses the use of basic COBOL Module Statements which are available in all standard COBOL compilers. Several COBOL programs are written, compiled, debugged, documented, and put into operation by the student.

Prerequisite: EDP 123A or consent of the instructor

Electronic Data Processing 213B — Systems and Procedures I (3-0) Systems fundamentals, machine indoctrination, and essential operations are presented with the view of operating in an EDP environment.

Electronic Data Processing 213C — Advanced Assembly Programming (3-3) A continuation of Electronic Data Processing 123A using advanced techniques of programming with Assembly Language.

Prerequisite: EDP 123A or consent of the instructor.

Electronic Data Processing 213S — Survey of Scientific Programming (3-0) A survey of scientific programming techniques using the Fortran language. A study of the Fortran language with emphasis on physical science and mathematical applications.

Electronic Data Processing 223A — Systems Programming (3-3) A continuation of the study of the COBOL Language with

emphasis on systems design to achieve the maximum efficiency from interaction of the programs and utilities necessary to the operation and maintenance of a complete system, such as, accounts receivable, payroll, or inventory. Student must write, compile, test, and document all programs necessary to the proper function of one of these systems, including exception reports.

Prerequisite: EDP 213A or consent of the instructor.

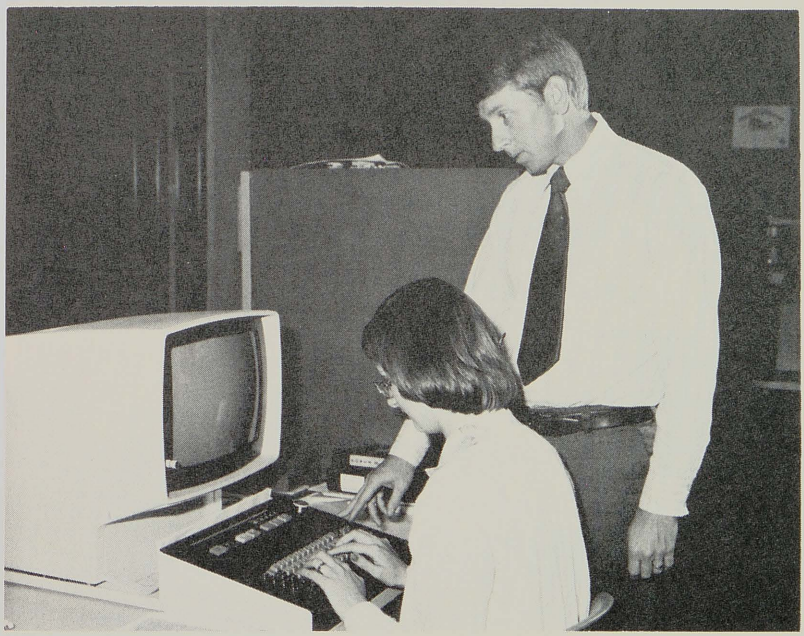
Electronic Data Processing 223B — Systems and Procedures II (3-0) A continuation of EDP 213B, covering specialized techniques allied with integrated data processing, total systems concepts, and computer applications to accounting systems.

Prerequisite: EDP 213B or consent of the instructor.

Electronic Data Processing 223C — Computer Language (3-3) Structure, rules, and techniques of the Fortran Language. Students will develop programs dealing with problems in fields of engineering, mathematics, physics, business and chemistry using an IBM System 370/125 computer.

Prerequisite: Math 113 or math section ACT score 25 or greater or consent of instructor.

Electronic Data Processing 223D — Virtual Storage (3-0) A study of virtual storage concepts and modular programming.



Dental Assisting

The Dental Assisting Program is a two semester and one summer term curriculum which starts each year in the summer only. It is open to applicants who meet college admission requirements and are selected by an Admissions Committee of the program. Students transferring from another institution or from another college must have a C average. On satisfactory completion of the program the student is awarded a Certificate of Proficiency in Dental Assisting.

Dental assistants are auxiliary personnel to the dental profession. This program provides the student with an understanding of the function of the dental assistant on the dental health team. It familiarizes the student with the basic qualities desired in an ideal dental assistant and provides the student with specific information relative to the development and growth of teeth, anatomy of the face and head, oral hygiene and oral diseases. The student is taught proper methods of office management, chair assisting, dental radiology, dental laboratory techniques and sterilization and the knowledge and skills required to qualify for the national certification examination sponsored by the American Dental Assistants Association. Individuals trained as dental assistants can be employed immediately on completion of their education. Licensure is not required.

Each year the class is limited to 20 students due to limited teaching facilities. The Admissions Committee selects the class on the basis of high school records, ACTP results and a personal interview.

Since enrollment in this program is necessarily limited, those applying for admission must make their application directly to the director of this program.

DENTAL ASSISTING CURRICULUM

Summer Session
English 113
Psychology 213 or Sociology 213 or Speech 113A

Semester I	**Semester II**
Dental Assisting 112	English 223B
Dental Assisting 113	Dental Assisting 123
Dental Assisting 112A	Dental Assisting 123A
Dental Assisting 113A	Dental Assisting 123B
Dental Assisting 113B	Dental Assisting 122

Dental Assisting 112 — Orientation of Dentistry (2-0) The study of personal and oral health. Introduction to patient education, preventive dentistry, nutrition, and pharmacology.

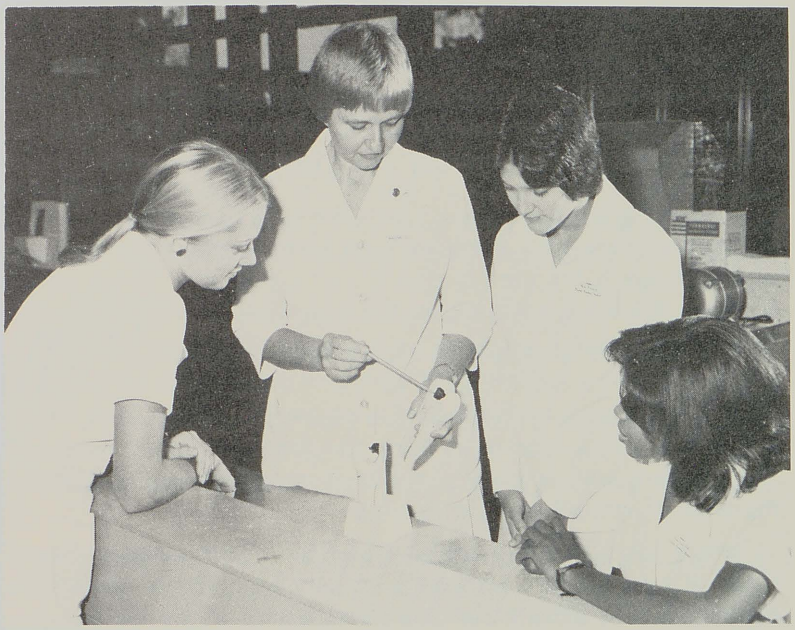
Dental Assisting 112A — Principles of Dental Assisting (2-4) A detailed study of the art of dental assisting. This course covers the role and duties of the dental assistant in the dental operatory and the study of dental ethics, first aid, chairside techniques, and trains the student in these areas. No prerequisites.

Dental Assisting 112B — Practice Administration (2-0) The study of business office procedures, management, and legal aspects of denistry.

Dental Assisting 113 — Introductory Dental Science (2-4) An introduction to the dental laboratory, which includes the study of techniques, materials, chemical properties of materials, equipment, systems of measurements and laboratory safety, both with theory and practical application.

Dental Assisting 113A — Dental Anatomy (3-0) This course covers the detailed study of the formation and development of the structures of the teeth. No prerequisites.

Dental Assisting 113B — Dental Radiography (2-3) This course covers the study of the history, terminology, theory of radiography, care and safety measure of X-ray equipment,



radiation hazards and safety precautions of patient and operator, techniques of exposing, processing and mounting full mouth X-rays, use of open and closed cones.

Dental Assisting 123 — Oral Anatomy & Physiology (3-0) A detailed study of the anatomy of the head and neck with emphasis on oral structures, their function and pathology as related to the complete human anatomy.

Dental Assisting 123A — Advanced Dental Science (2-2) A detailed study of the composition and structures of dental materials and the instruction of dental laboratory procedures, the care and use of dental laboratory equipment. This includes both the theory and practical application in the use of rubber dam, gold, investments and castings both fixed and removable prosthodontics.

Dental Assisting 123B — Practicum in Dental Assisting (0-20) This course covers the practice of dental assisting in private dental offices and trains the dental assistant in chairside assisting as well as general office duties, laboratory procedures, and care of equipment.

Dental Assisting 122 — Specialized Dental Assisting (2-0) A detailed study in dental specialties, the use of anesthetic agents and the dental assistant's role in their administration. The study of anesthesia and oral surgery, operative dentistry, pedodontics, endodontics, and orthodontics, and the other specialties in Dentistry.

Dental Hygiene

This program provides a two-year course of theoretical and professional training at the college level, leading to the degree of Associate-in-Science in Dental Hygiene and to the State and National Board examinations for licensure.

The student engages in occupational training to perform clinical services contributing to the maintenance of good oral health. Skills are developed to provide the dentist with the aid which will allow him more time for the treatment of patients. The student will develop a sense of personal responsibility to the dental profession and society.

Since enrollment in this program is necessarily limited, those applying for admission must make their application directly to the director of this program.

DENTAL HYGIENE CURRICULUM

Semester I
Dental Hygiene 112
Dental Hygiene 113
Dental Hygiene 113A
Dental Hygiene 113B
Biology 113B
Biology 114A

Summer School I
English 113
Psychology 213

Semester III
Dental Hygiene 213
Dental Hygiene 212
Dental Hygiene 212D
Dental Hygiene 212A
Dental Hygiene 212B
Dental Hygiene 213A
Dental Hygiene 212S

Semester II
Dental Hygiene 122
Dental Hygiene 122A
Dental Hygiene 122C
Dental Hygiene 122D
Biology 123B
Chemistry 113D

Summer School II
English 123
Sociology 213

Semester IV
Dental Hygiene 225
Dental Hygiene 222A
Dental Hygiene 223
Speech 113A
Dental Hygiene 222

Dental Hygiene 112 — Dental Hygiene Radiography (2-0) The nature and behavior of x-rays. Two techniques, bisecting angle and parelleling are discussed, demonstrated, and practiced. Developing procedures, usage of dental radiographic surveys, and proper patient handling is taught and practiced.

Dental Hygiene 113 — Oral Anatomy and Physiology (3-0) Objectives: Morphology, nomenclature, and function of teeth and their related structures, dentoosseous structures will be studied in relation to their nerve and blood supply. T M J articulation, muscles of mastication and facial expression, injection sites, and occlusion with a basic background in dental anatomy and physiology, which also includes head and neck. The student will be able to recognize normal clinical appearance of anatomical features of the oral cavity, head, and neck. These goals are subordinate to criteria for objectives in clinical dental hygiene, oral pathology, and periodontology.

The laboratory will enable the student to learn to compare anatomical radiographic landmarks with the skull, carve wax restorations, identify tooth crown and roots by name, arch, and side.

Dental Hygiene 113A — Oral Histology and Embryology (3-2) The course is designed to acquaint the student with the microanatomy of the structures of the oral cavity, their develop-

ment and their function. The course is designed to help the student understand the normal and abnormal histology of the oral cavity, especially the pulp and periapical, periodontal and dentoalveolar tissue. The objective of the course is to give the student a sound understanding of the tissues of the oral cavity.

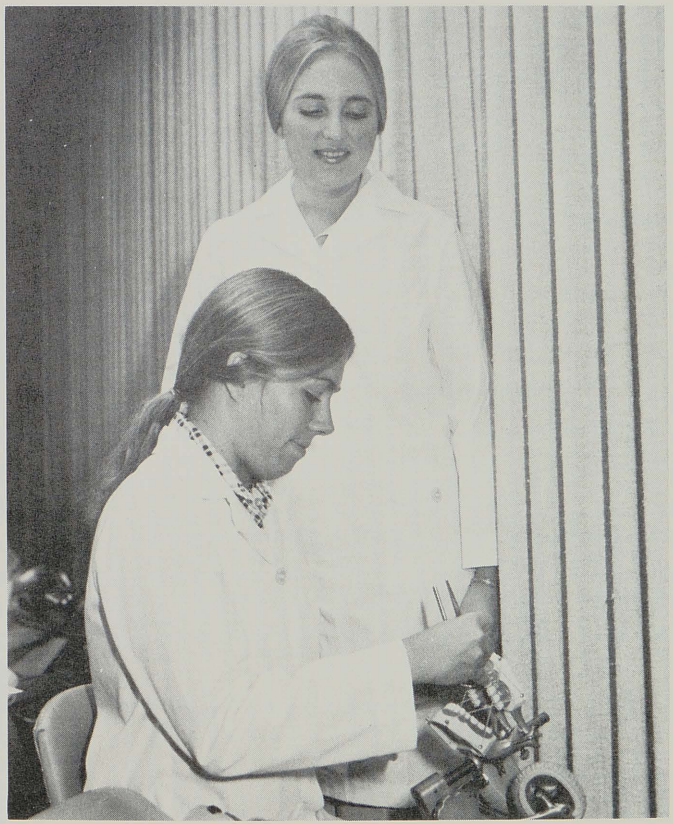
Dental Hygiene 113B — Dental Hygiene Instrumentation (2-6) The lecture portion of this course is designed to teach the principles of the mirror, probe, explorer, jacquette, curet, hoe, chisel, and file. Theory of scaling and root planning, gingival curretage, polishing procedures, medical and dental history, oral inspection, occulusion, and charting are taught in conjunction with instrumentation principles. The laboratory portion is composed of manikin training and proper instrumentation on student partner. Instrument sharpening and sterilization techniques are taught along with other theory discussed above.

Dental Hygiene 115 — Dental Hygiene Technique 1 (4-6) The lecture portion of this course is designed to teach (1) the principles of the mirror, probe, explorer, jacquette, curet, hoe, chisel, and file. Theory of scaling and root planing, gingival curretage, polishing procedures, medical and dental history, oral inspection, occlusion, and charting are taught in conjunction with instrumentation principles (2-0); (2) the nature and behavior of x-rays. Two techniques, bisecting angle and paralleling, are discussed, demonstrated, and practiced. Developing procedures, usage of dental radiographic surveys, and proper patient handling is taught and practiced (2-0).

The laboratory portion (0-6) is composed of manikin training and proper instrumentation on student partner. Instrument sharpening and sterilization techniques are taught along with other theory discussed above.

Dental Hygiene 122 — Periodontology (2-0) The purpose of this course is to acquaint each student with the role of the dental hygienist in periodontics. Emphasis is placed on anatomy and physiology of the periodontium and the etiology of the periodontal disease. Preventive periodontics is stressed from a biological viewpoint. A thorough understanding of these topics is necessary for the application of preventive and therapeutic techniques.

Dental Hygiene 122A — General Pathology (2-0) The purpose of this course is to present pathology in a compact and concise, but comprehensive form. Special emphasis is given in those areas which pertain directly to the practice of dentistry and dental hygiene. The course is based upon the text and augmented by appropriate reading assignments.



Dental Hygiene 122C — Dental Hygiene Clinic (0-8) Practical application of the principles learned in DH 112 lecture begins with clinical practice on patients. Care of equipment, sterilization techniques, and preventative procedures, are demonstrated and put into practice as students see patients.

Dental Hygiene 122D — Dental Hygiene Technique (2-0) A more thorough discussion of the theories and principles taught in DH 112 is presented. Dental health education and preventive measures are discussed in detail.

Dental Hygiene 212 — Pharmacology (2-0) The object of this course is to instruct the dental hygiene student in the fundamental aspects of pharmacology and their relationship to dentistry. Included will be the study of dosage, methods of administration, and therapeutic use of preparations in dentistry.

Dental Hygiene 212A — Oral Pathology (2-0) The object of the course is to instruct each student in the fundamental principles of disease processes as they affect the oral cavity. Emphasis

will be placed upon both microscopic and clinical appearances of oral lesions. The course provides both an understanding of the pathological developments of oral lesions and a frame of reference for both the diagnosis and the prevention of disease.

Dental Hygiene 212B — Dental Materials (1-2) A general study of sources, properties, uses, and techniques of manipulation of the materials commonly used in dentistry. The students will apply the principles in the laboratory.

Dental Hygiene 212D — Clinical Nutrition (2-0) Basic concepts and scientific knowledge concerning nutrients and food with specific emphasis on the art of nutrition in dentistry and its effect on the oral and para-oral structures.

Dental Hygiene 212S — Dental Hygiene Statistics (2-0) Basic concepts of epidemiology and biostatistics are presented to facilitate an understanding of health-science research.

Dental Hygiene 213 — Dental Hygiene Clinic (0-12) Application of principles and skills are developed which are learned in Dental Hygiene 122. Students must complete requirements in various aspects of clinical practice on a specified number of patients.

Dental Hygiene 223 — Dental Hygiene Clinic (0-12) Continuation of Dental Hygiene 213.

Dental Hygiene 213A — Seminar (3-0) The object of this course is to aid the students in learning how their course work is clinically oriented. Sample board questions will be constructed in group work and interchanged with other groups. Students are also encouraged to discuss clinical problems and situations to which solutions may be found by open discussion.

Dental Hygiene 222 — Dental Health Education (2-0) A study of methods and materials used in teaching dental health, including educational psychology and philosophy, to the laiety in schools and community, and especially to patients in the practice of dental hygiene. This course is mainly concerned with a group of people who would not normally be seen as patients. The students should try to achieve a sustained change in oral hygiene and attitude. Follow-up after 6 weeks to see if there has been improvement in oral hygiene and attitude. Methods of effective speaking will be presented by the staff of the speech department.

Dental Hygiene 222A — Ethics, Jurisprudence, Ofc. Mgt. (2-0) Dental ethics, and legal principles for the practicing dental hygienist. Lectures in office management and procedures.

Dental Hygiene 225 — Dental Specialties (5-0) The specialized areas of dental practice are described with the objective of providing a broad background of information that can facilitate the attainment of the requisite degrees of understanding and appreciation. It is intended to assist in establishing a proper prospective of dental hygiene in its relationships to the subdivisions of dentistry. Principles of advanced dental hygiene procedures will be covered under the appropriate subdivisions.

Developmental Studies

Courses numbered lower than 100 will not count toward graduation on an associate degree.

Developmental Studies 093 — Introduction to Natural Sciences (3-0) A developmental course for the non-science major utilizing selected topics of Biological Science, principally related to the anatomy and physiology of man programmed, self-paced materials may be utilized to allow students to progress at their own rate.

Developmental Studies 083 — Introduction to Fine and Applied Arts (3-0) An introductory course designed to give the student a fundamental understanding of the creation and appreciation of diverse modes of communicating ideas and emotions through different mediums, within the context of Fine and Applied Arts. Provision for special activities (special projects, field trips, etc.) will ensure that a culturally heterogeneous student group may concentrate on building upon, learning and sharing expressive experiences unique to the student's cultural heritage.

Developmental Studies 073 — Developmental Speech An introductory course emphasizing structure and different techniques of presentation, as well as principles and methods of discussion. Designed to identify deficiencies and strengths, and to develop and improve interpersonal skills and the student's ability to communicate through effective speech.

Developmental Studies 063 — College Study Skills (3-0) Designed for improvement of study systems. Emphasis is placed on high-level study skills and the improvement of time management, effective listening and note-taking, marking texts, learning through media, concentration, retention of information and taking examinations.

Developmental Studies 053 — Human Development (3-0) A course employing the basic principles of psychology, designed to help the student identify personal strengths and career interests, and to develop those interpersonal skills necessary for functioning in the student's chosen field or vocation. Care is taken to identify and build upon the student's strengths, especially as these are related to diverse cultural and/or native language capabilities, that may help assure success in the student's chosen field or vocation.

Developmental Studies 043 — Introduction to American Institutions (3-0) An introduction to contemporary American social, economic and political institutions, with emphasis on foundations of civil liberty and the individual's rights and responsibilities relative to equality and citizenship in a free society.

Drafting

The curriculum in Drafting is designed to qualify the student for professional work in the many areas of drafting. Upon completion of the required two-year plan, he receives an Associate-in-Applied-Science Degree.

DRAFTING CURRICULUM

Semester I	**Semester II**
Drafting 113A	Drafting 123A
Drafting 113B	Drafting 123B
Drafting 223A	Drafting 213D
English 113	English 223B
Mathematics 113E*	Mathematics 123E*
Semester III	**Semester IV**
Drafting 213P	Drafting 223B
Drafting 223S	Drafting 223C
Drafting 223E	Drafting 223D
Physics 113	Speech 223A
Mathematics 113B*	Approved Elective**

Drafting 111 — Blueprint Reading (1-0) Interpretation of blueprints with emphasis on the obtaining of information from mechanical and electronic blueprints for Petroleum Technology majors.

*Student placement in mathematics classes is based upon the results of tests and subjects completed before admission.

**Suggested Electives: History, Government, Mid-Management 113C (Human Relations in Management), Surveying 223B (Legal Principles of Boundary Location)

Drafting 113A — Engineering Drawing (2-4) A course designed to cover the basic requirements for an engineering degree with extra emphasis put on drafting skills. The material covered includes lettering, instruments and their use, applied geometry, orthographic freehand and instrument drawings, auxiliary views, sections and conventions, pictorial drawings, dimensions and notes, threads and fasteners, working drawings, charts, graphs and diagrams. Term project — a set of working drawings of a piece of equipment having three or more parts.

Drafting 113B — Freehand Drawing (2-4) A course designed for the draftsman to develop the skill to do good orthographic and pictorial freehand drawings. Air brush techniques, charts, graphs, and diagrams are also included. Several types of pictorial drawings will be studied and practiced, such as Axnometric, (Trimetric, Diametric, Isometric), Oblique (Cavalier, Cabinet, and projection). Perspective (1, 2, and 3 point perspective and the measuring point method). Pictorial sectional and exploded drawings will be stressed along with product illustration.

Drafting 123A — Architectural Drawing (2-4) A course in home planning with emphasis on details. A complete set of plans for a one-story home is required with specification requirements.

Drafting 123B — Mechanical Drawing (2-4) A second course in Mechanical Drawing. A further study into fundamentals such as keys, springs, gears, cams, jigs and fixtures. Emphasis is placed on the use of the American Standards, Machinery Handbook & Appendix to acquaint the student with industrial practices in making details, assemblier and isometric drawings.

Prerequisite: Drafting 113A or Engineering 112, or consent of instructor.

Drafting 213D — Descriptive Geometry (2-4) A course involving the principles and application of orthographic projection; space relations of points, lines, and surfaces; the true length of lines in space; space surfaces and intersections and developments; intersections of curved surfaces, cylinders, cones, and spheres; highway, geology and mining problems.

Prerequisite: Drafting 113A or Engineering 112, or consent of instructor.

Drafting 213P — Pipe Drafting (2-4) This course includes pipe terminology, fittings, flow diagrams, piping design notes and plans, processing equipment, isometric and theory problems with mathematics approach. Reference manufacturers catalogues for data will be used.

Prerequisite: Drafting 113A or Engineering 112 or consent of instructor.

Drafting 223A — Manufacturing Design, Materials and Processing (2-4) This course is designed to include the theory of design, the study of the properties of metals, plastic, and the manufacturing and processing of articles by casting, forming, and machining. A part of the course includes cost analysis covering manufactured articles as well as the building industry.

Drafting 223B — Map Drafting (2-4) Map Drafting emphasizing lettering, symbols, scales, lease maps, township maps, highway maps and computations, pipe lines, mapping by coordinates and from surveying notes. Most of the work is in ink, using paper linen and some of the plastics. Some work is done in topography and aerial maps using Edgar Tobin's "Maps for the Oil Industry" as a text. Includes field problems with practical application of surveying instruments. Use of the planimeter, calculator, slide rule and computer calculations.

Drafting 223C — Plane Surveying (2-4) The use and care of surveying instruments, plane surveys with transit, tape, profiles and topography with level, computing cross sections, mapping from notes and computations, using coordinates, and map making with the plane table.

Drafting 223D — Computer Graphics and Design Problems (2-4) The first unit of the course will be devoted to the survey of computer graphics. This will enable the student to apply this area of study to the advanced problems if desired. Advanced work will be in an area of drafting selected by the individual student with approval of the instructor. Completion of problems require detail analysis, with more extensive design than the problems encountered in other class work.

Prerequisite: 12 semester hours of Drafting or permission of instructor.

Drafting 223E — Electronic Drafting (2-4) A course designed to cover the basic requirements for electrical and electronic drafting as applied in industry. The material covered includes theory of electronics, schematics, printed circuit boards and wiring diagrams.

Drafting 223S — Structural Drafting (2-4) This course includes the preparation of design and working drawings for buildings, bridges, tanks, towers and other structures. The student will become familiar with materials and design connections to transmit forces from one member to another. Emphasis will be

placed on the use of Smoley's Combined Tables and the Manual of Steel Construction.

Prerequisite: DFT 113A or EGR 112 or consent of instructor.

Earth and Space Studies

See the Bachelor of Science plan in the Biology section of this catalog.

Astronomy 113 — A Survey of Astronomy (3-0) The main features of the known universe and the principles involved in their discovery. A non-mathematical survey recommended for all students.

Astronomy 123 — A Survey of Astronomy (3-0) A continuation of Astronomy 113.

Geography 223 — World Geography (3-0) The earth, its climatic regions; the relation of human activities to physical environments; major cultural divisions and selected regions and countries.

Geology 114 — General Geology (3-3) Physical geology processes modifying the earth's surface; materials and features of the earth's crust. Laboratory work in cartography, mineralogy, and petrology.

Geology 124 — General Geology (3-3) Historical geology; the history of the earth through geologic times as revealed by rocks and fossils; the origin and development of plant and animal life. Laboratory work in paleontology.

Geology 213 — Mineralogy (2-4) Introductory course in the study of minerals, including elements of crystallography; determination of the common minerals by their physical properties.

Prerequisite: Trigonometry, Geology 124, and Chemistry 114.

Geology 223 — Petrology (2-4) Origin, mode of occurrence, and determination of the common types of igneous, sedimentary, and metamorphic rocks.

Prerequisite: Geology 213.

Geology 223A — Invertebrate Paleontology (2-4) Invertebrate, phyla; sponges, coelenterate, echinodermata, brachiopods, mollusks, and arthropods, stratigraphic and evolutionary paleontology.

Prerequisite: Geology 114-124. Two lectures and four laboratory hours a week.

Economics

See the Bachelor of Business Administration (General Plan) in the Business Administration section of this catalog.

Economics 213 — Principles of Economics (3-0) An examination of fundamental economic concepts and principles.

Prerequisite: Sophomore standing recommended.

Economics 223 — Economic Problems (3-0) A study of contemporary economic issues and problems.

Prerequisite: Sophomore standing recommended.

Education

BACHELOR OF SCIENCE IN ELEMENTARY EDUCATION
(also Special Education)

Semester I	Semester II
English 113	English 123
History 213	History223
Science*	Science*
Math*or Foreign Language*	Math*or Foreign Language*
Music* or Art*	Music* or Art*
Physical Education	Physical Education
Psychology 111	

Education 113 — Introduction to Educational Psychology (3-0) An introductory study of mental life and the psychological principles underlying motivation, behavior, individual differences, and the learning processes.

Education 123 — Introduction to Education (3-0) A brief survey of the general field of education brought out through a study of the evolution of the present-day public school and its practices.

*See a Tyler Junior College counselor for specific courses in this department and for the suggested course plans for Semesters III and IV.

Electronics

The Electronics program, completed in two college years, prepares the student for entry into the electronics industry as a specialist technician, or as an Engineer Assistant, to work in the field of research and development, or to service and maintain communication equipment. He is qualified to do calibration and adjustment of automatic control equipment. Upon successful completion of the following program the Associate-in-Applied Science degree is granted.

ELECTRONICS CURRICULUM

Semester I
English 113
Mathematics 113E*
Electronics 113
Electronics 113L
Electronics 113M
Psychology 111

Semester II
English 223B
Electronics 123
Electronics 123L
Electronics 123M
Electronics 123A

Semester III
Electronics 213A
Electronics 213T
Electronics 213C
Engineering 112
Physics 113
Approved Elective**

Semester IV
Electronics 223A
or
Electronics 223G
Electronics 223C
Electronics 223T
Speech 223A

Electronic cooperative students will complete Electronics 123D, 123B, 123C, and 123E during summer sessions.

Electronics 113 — DC and AC Theory and Circuits (3-0) A basic course in direct and alternating current. AC and DC circuit parameters, Ohm's law, magnetism, vector algebra, circuit laws and theorems, reactive components, three phase circuit characteristics, power measurement, resonance, and filters.

Electronics 113E — Basic Electronics Survey (3-0) A beginning survey of electronics for non-major. Covers basic electrical theory. Introduces the student to a wide variety of components and equipment most common to industry. (For non-electric majors only.)

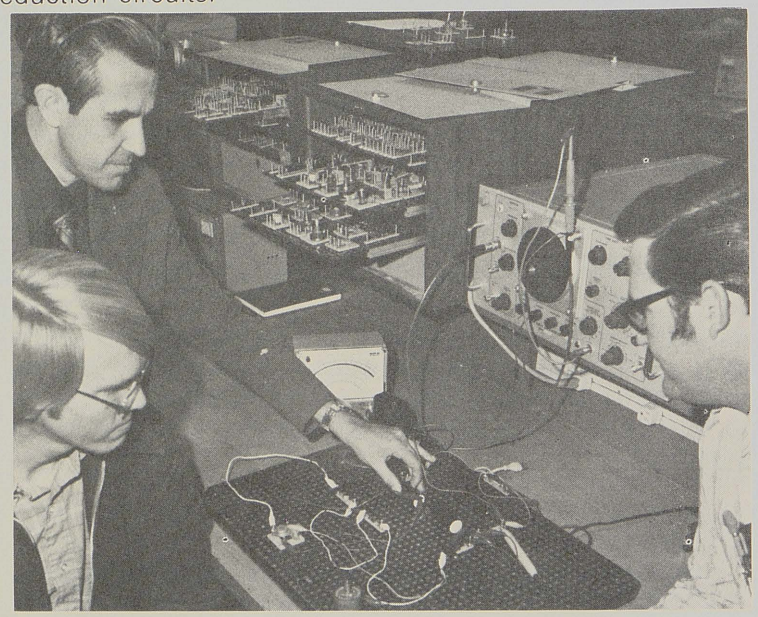
*Student placement in mathematics classes is based upon the results of tests and subjects completed before admission.
**Suggested Electives: History, Government, Drafting 223E, Mid-Management 223B

Electronics 113L — Basic Electricity Laboratory (2-4) The laboratory consists of tests and measurements of electrical circuits at low and medium frequency. Familiarization of component parts. Voltage and current measurement. Measurement of power in AC and DC circuits. Resistive and reactive networks.

Electronics 113M — Elementary Circuit Analysis (3-0) This course is for the purpose of learning the primary language of electronics, to which all future learning must be related. It is a study of methods; it begins with combining two simple electrical quantities, and includes all of the terms, tools, and procedures used to determine resultant quantities of voltage and current present at all points in resistive circuits and networks.

Electronics 113P — Electrical Systems and Devices (2-4) A course in basic electricity and electronics for those students who need the fundamentals in support of their major. The theorens and laws of the subject are related to the practical applications such as appliances, small motors, and thermostats.

Electronics 123 — Industrial Electronics (3-0) A study of power amplifiers, voltage amplifiers, audio and radio-frequency amplifiers. Compensating networks, gain problems and high and low frequency response. Detection of radio and picture carrier signals. Intermediate frequency amplifier and noise reduction circuits.



Electronics 123A — Power Distribution (2-4) A course in power distribution, generating and transmission systems, load center distribution, substation operation, system and line protection fault detectors, and electric utility practices, polar and rectangular conversion.

Electronics 123B — Electrical Instruments and Measurements (3-0) The mechanics and the science of electrical measurements are given thorough treatment in the course. Starting with basic indicating instruments and continuing through complex integrating devices, both the operating principles and the "hardware" are studied. Range extending devices, rectifiers, bridges, and transformers are used to study metering systems for typical job requirements. Mathematical analysis is used throughout the course.

Electronics 123C — Electrical Power Systems (3-0) A study of the design, operation and technical details of modern power distribution, and protection devices. System load analysis, rates, and power economics are studied.

Prerequisite: Electronics 113

Electronics 123D — Automatic Controls (3-0) A study of automatic controls and control systems. Time delay circuits, power control, digital and analog control devices, and applications to control systems. Operation and control of motors, generators, alternators, servomechanisms and other positioning devices.

Electronics 123E — Operating Problem Analysis (3-0) A study is made of the proper procedures to be used in testing for troubles of electrical systems and their correction. The methods used in setting up and supervising a program of preventive maintenance, trouble-shooting, and data recording are studied.

Prerequisite: Electronics 113

Electronics 123L — Basic Electronics Laboratory (2-4) Tests and measurements of standard amplifier circuits. Voltage gain and power gain measurements. Impedance matching, coupling circuits. Application of amplifiers to control devices with emphasis on solid state.

Electronics 123M — Advanced Circuit Analysis (3-0) This course is an extension of the study of electronics language, and examines the terms, tools, and procedures necessary for complete AC circuit analysis, such as determination of power consumed, and current and voltage present in components of

series-parallel circuits with resistance, inductance, and capacitance. The special terms peculiar to electronics math (operator j etc.) are explained, and the most common mathematical manipulations necessary to electronics circuit analysis are covered.

Electronics 213A — Digital Computer Fundamentals (2-4) Basic concepts of digital computers and other digital devices, machine language, number systems (Binary), basic logic circuits, derivations of Boonlean expressions, arithmetic elements, and the memory element.

Electronics 213B — Semiconductors I (3-0) An introduction to solid state theory through a study of linear circuits based on the operation of semiconductor diodes, transistors, unijunction and field effect transistors, and their h-parameters.

Electronics 213C — Semiconductors Laboratory I (2-4) Laboratory experiments covering the linear operation of the common collector, common emitter, common base, and the parameters involved.

Electronics 213P — Electronic Instrumentation (214) A course in electronic instrumentation for the Petroleum Technology majors. The course covers various oil field production automation equipment including net oil computers, gas flow computers, and computers time sharing at metering sites. This course is especially applicable to students who expect to be employed by a major producer as an I & E specialist.

Electronics 213T — Basic Communication Systems (2-4) This course applies the principles learned in prerequisite course, to radio receiver transmitted, black and white television receivers, audio recording and playing systems, and similar equipment.

Electronics 223 — Industrial Instrumentation Fundamentals (3-0) Instrument application. Energy and force systems, heat transfer. Electrical and mechanical transducers, liquid and gas flow measurements, liquid level measurements, temperature measurements. Potentiometric devices, indicating and registering equipment, humidity measurements, specific gravity, telemetering.

Electronics 223A — Automation and Computers (2-4) A lecture-lab course for the serious digital electronics student. Successful completion of this course implies a thorough knowledge of all circuits in a modern digital computer.

Electronics 223B — Semiconductors II (3-0) A continuation of semiconductors study covering the non-linear devices and

non-linear circuits through a study of oscillators (square & pulse), silicon controlled rectifiers, photo diodes, and special digital type circuits.

Prerequisite: Electronics 123 or on instructors' approval.

Electronics 223C — Semiconductors Laboratory II (2-4) Further experimentation with the semiconductor. The implementation of non-linear devices such as silicon controlled rectifiers. Also circuit experiments utilizing special digital circuits such as the schmitt trigger and other logic circuits.

Prerequisite: Electronics 123 or on instructors' approval.

Electronics 223G — Power Distribution II (2-4) For fourth semester students who do not plan careers in digital electronics as their major interest. This course covers electrical power generation and distribution and also affords good general electronics training for the student who does not choose to specialize in digital applications.

Electronics 223T — Advanced Communication Systems (2-4) This course is an extension of applications covered in Electronics 213T, and includes an in-depth study of more complex systems, such as color television, television transmitting systems, FM and AM transmission principles, FM multi-plex, and stereo recording and playback systems.

Engineering

The Engineering program in Tyler Junior College is designed to meet the needs of the first two years of a four or five year engineering degree program.

Colleges and universities no longer allow college algebra and college trigonometry to apply toward a degree in engineering. In order for a student to follow a four year program for a degree in these fields, it is desirable that the student take Calculus I with Analytic Geometry (Mathematics 213A) the first semester of the freshman year.

It is recommended that all engineering majors, except those with an unusually strong background in high school mathematics, take college algebra (Mathematics 113A) and plane trigonometry (Mathematics 113B) during the summer prior to the first semester of the freshman year. This should be done to provide an adequate background for calculus with analytic geometry.

A grade of C or better should be earned in order to continue in sequential mathematics courses.

SUGGESTED CURRICULUM FOR ENGINEERING MAJORS

Semester I
Mathematics 213A*
Engineering 112
Chemistry 114
English 113
Approved Elective
Physcial Education
Psychology 111

Semester II
Mathematics 213B*
Engineering 213
Engineering 122
Chemistry 124
English 123
Physical Education

Engineering 112 — Engineering Drawing (2-2-2) Lettering, freehand and instrument drawings, shape and size description, pictorial drawings, charts and graphs, line value and lettering to be stressed through the course.

Two lectures, two hours of supervised drafting, and two hours of home work per week.

Engineering 122 — Descriptive Geometry (2-2-2) Auxiliary and oblique views, point, line and plane problems. Development, intersection, highway, geology, and mining problems with emphasis on line value and proper lettering throughout the course.

Two lectures, two hours of supervised problems, and two hours of home work per week.

Prerequisite: Engineering Drawing and Solid Geometry or Trigonometry.

Engineering 213 — Engineering Mechanics (3-0) Newton's laws, work-energy and impulse-momentum principles for particles; force resultants, introductory rigid body statics.

Prerequisite: Credit or registration for Mathematics 213B.

Engineering 223A — Engineering Mechanics (3-0) Newton's laws, work-energy, impulse-momentum principles for rigid bodies static and dynamic friction.

Prerequisite: Engineering 213 and Mathematics 213B.

*Student placement in mathematics classes is based upon the results of tests and subjects completed before admission. See a Tyler Junior College counselor for the suggested courses for Semesters III and IV.

English

See the Bachelor of Arts plan in the Biology section of this catalog.

English 111 — Advanced Reading (1-1) This course emphasizes the development of basic comprehension skills in reading. It is designed for students who desire increased reading skills. Training is given in overcoming the weakness of individual students and in increasing the speed of reading.

English 113 — Composition and Rhetoric (3-0) The development of the student's ability to think for himself and to express his thoughts in correct, clear language. Directed study of rhetorical principles through reading types of composition.

English 113D — Advanced Reading (3-0) This course emphasizes the development of basic comprehension skills in reading. It is designed for students who desire increased reading skills. Training is given in overcoming the weakness of individual students and in increasing the speed of reading.

English 113E — Developmental English (3-0) A course for the improvement of written and oral communication with emphasis on the fundamentals of grammar, sentence structure, and paragraph construction. Comparison and analysis of similar elements in different works of literature.

English 123 — Composition and Rhetoric (3-0) Further training in thinking and the ordering of thoughts by the study of literature. Directed study in techniques of writing a research paper.

Prerequisite: English 113.

English 213 — World Literature (3-0) A study of the masterpieces of Western world literature, from Homer through the Renaissance. Advanced composition.

Prerequisite: English 123.

English 213A — Survey of Short Fiction (3-0) A course of short fiction selections with emphasis on analytical compositions. Advanced composition and literature.

Prerequisite: English 123.

English 223 — World Literature (3-0) A study of the masterpieces of Western world literature, from the Neoclassic period to the twentieth century. Advanced composition, including a formal research paper.

Prerequisite: English 123.

English 223B — Technical Report Writing (3-0) Techniques of verbal efficiency in the various media of engineering and scientific communications, with stress on report and research-report preparation, letters and resumes. Required in technological and engineering plans.

Prerequisite: English 113

English 213N — Great Books (3-0) Greek plays, Roman lives (from Plutarch), Dante's Inferno, Shakespeare's King Lear, a Russian novel, twenty English poems, a modern novel.

Farm and Ranch Management

Many of the agriculture operations in the East Texas area are a combination of farming and ranching. This two-year program is designed for the student who is interested in farming and ranching or agricultural business as a career.

Both technical knowledge and management skills will be emphasized to prepare the graduate for a career in farm and ranch management, agriculture sales, agriculture marketing, or agricultural management.

Students successfully completing this two-year program are awarded the Associate-in-Applied Science Degree.

FARM AND RANCH MANAGEMENT CURRICULUM

Semester I
Ranch Management 113
Ranch Management 113A
Ranch Management 113B
Ranch Management 113C
English 113
Psychology 111

Semester II
Ranch Management 123A
Ranch Management 123B
Ranch Management 123D
Real Estate Management 123B
English 223B

Summer Session
Ranch Management 116S

Semester III
Ranch Management 213
Ranch Management 213A
Ranch Management 214
Ranch Management 223
Math 113E

Semester IV
Ranch Management 223A
Ranch Management 223B
Ranch Management 223C
Ranch Management 223D
Speech 223A
Approved Elective*

*Suggested electives: Biology 114C, Biology 124B, Government, History, Psychology 223, Sociology 213, Business Administration 113T

Ranch Management 113 — Principles of Soil Management (3-6) A general study of methods and problems in pasture management, care of pastures and meadows, silage and hay production. Types of soil, objectives in soil management and its relationship to natural and introduced grasses and legumes are also covered.

Ranch Management 113A — Principles of Animal Husbandry (3-6) A study of the problems connected with types and breeds, market classes and grades of farm animals. Basic phases of feeding, breeding and production are presented. Cooperating farm herds will be used for laboratory practices.

Ranch Management 113B — Principles of Agri-Business (3-0) Insights into agriculture and agri-business related fields of employment for beginning students from the standpoint of professional and managerial careers in major dynamic and complex areas of agriculture.

Ranch Management 113C — Farm Buildings and Construction (3-2-4) An introduction to construction of farm buildings, fences, corrals and feedlots, including basic skills in farm carpentry, concrete, electricity, masonry, and plumbing. Problems in design, planning, and construction will be covered in each area.

Ranch Management 123A — Agriculture Economics and Finance (3-0) An introduction to economic problems related to agriculture at the farm and ranch as well as the national level. The field of agriculture economics and its relationship to other sciences. Applications of borrowed capital to farm and ranch operations requirements for making a loan, methods of determining loan needs of farmers. Lending agencies and their policies in regard to farm loans, budgeting incomes to facilitate repayment of loans, and the cost of using borrowed capital.

Ranch Management 123B — Principles of Ranch Management (3-6) Farm and Ranch planning for the most efficient use of land, labor and capital in the production of crops and livestock. Attention is given to the problem of becoming established in farming, ranching and agri-business. Laboratory work is based on surveys and analyses of farm or ranch organization for the purpose of more profitable operation.

Ranch Management 123C — Principles of Horse Husbandry (3-6) Management of working and pleasure horses, breeding and care of mares, stallions and young stock, mating systems, feeding, health, maintenance and sales practices. Beginning equitation. Laboratory work involves judging, care and groom-

ing, tack and equipment use.

Ranch Management 123D — Power Machinery (3-2-4) Operation, adjustment, and service of farm engines and tractors. Adaptability, selection, economic utilization, construction, operation and adjustment of the principle tillage, planting, cultivating, harvesting, and feed processing machines.

Ranch Management 116S — Ranch Training On-The-Job (3-37) Students will be required to work on a ranch or in an agribusiness related form in the local area, during six-weeks of the summer months, on a co-op basis between the college and employer. Students will attend classes three hours a week to discuss problems, new ideas, and innovations that have occurred during the regular working day. The on-the-job training program will be supervised by the instructor as well as their immediate supervisor at each place of employment.

Ranch Management 213 — Principles of Agriculture Sales (3-0) Basic principles of personal salesmanship are covered, with a study of methods, problems and duties of a salesman. The sale of feed, fertilizer, machinery and agriculture related products will be covered.

Ranch Management 213A — Livestock Rations and Application (3-6) A basic course in the study of feed materials, their relative values and adaptibility for various types of livestock, including nutrient requirements, balancing and formulating rations, plus methods of feeding farm animals.

Ranch Management 214 — Farm Shop (3-6) A practical application of basic knowledge and practice in farm machinery repair, maintenance, welding, metal work and general farm shop.

Ranch Management 223 — Animal Health (3-6) The broad field of animal health will be treated under topics such as internal and external parasites, principal diseases of livestock, their importance, identification and control handling of diseased animals, working with the veterinarian, and preventive livestock medicine. Students will study basic anatomy and physiology of farm animals.

Ranch Management 223A — Farm and Ranch Records (3-0) A fundamental study of the principles of farm bookkeeping, such as farm inventory, the farm/ranch budget, the process of accounting, the analysis and interpretation of farm records. A complete set of farm and ranch accounts will be developed by each student.

Ranch Management 223B — Principles of Beef Cattle Production (3-6) A general practice of beef production relating mainly to farm and ranch marketing problems of the East Texas area including the various beefcattle systems, handling, fitting, showing and breed associations. Participating ranches will serve as laboratories.

Ranch Management 223C — Principles of Agricultural Marketing (3-3) A course designed to give basic knowledge of market grades of cattle, market trends, types of markets, cattle futures market, and certain buying and selling techniques for various classes of livestock.

Ranch Management 223D — Principles of Livestock Reproduction (3-6) An approach to reproductive processes in farm animals. Study includes hormones, estros cycles, ovulation, gestation, pregnancy testing, sperm physiology, collection and storage of semen, causes of sterilization in females and males.

Fashion Merchandising

The Fashion Merchandising curriculum combines subject matter and learning experiences related to a variety of sales, fashion coordination, marketing, displaying and merchandising apparel. The purpose of the program is to create an awareness of personal self-development as a prerequisite to management and sales ability in the fashion industry.

The Fashion Merchandising major is required to enroll in a Fashion Development training course each semester. This course requires the student to work a minimum of 20 hours per week at an approved training station. Persons who may have an interest in Fashion Merchandising, but who are not interested in the training course, may enroll in the Fashion Merchandising series on prior approval.

Persons desiring to major in the Fashion Merchandising program should

1. Make application for Fashion Merchandising in advance of the fall and spring registration periods.
2. Be counseled by the Fashion Merchandising coordinator.
3. Be placed in an approved Fashion Merchandising training station.
4. Obtain a permit to register slip from the Fashion Merchandising coordinator.

FASHION MERCHANDISING CURRICULUM

Semester I
English 113
Fashion Merchandising 113
Fashion Merchandising 113A
Fashion Merchandising 113B
Mid-Management 223

Semester II
English 223B
Business Administration 113D
Fashion Merchandising 123
Fashion Merchandising 123A
Fashion Merchandising 123B

Semester III
Business Administration 113B
Speech 113
Fashion Merchandising 213
Fashion Merchandising 213A
*Elective

Semester IV
Fashion Merchandising 223
Fashion Merchandising 223A
Mid-Management 213
*Elective
*Elective

INTERNSHIPS (Require Approval of Fashion Merchandising Department)

Fashion Merchandising 113A — Fashion Development Training I (3-1-20) Supervised employment (Laboratory on-the-job). This course is designed to develop student participation and self motivation in understanding fashion merchandising. Coordination of fashion problems as well as public relations problems will be emphasized.

Fashion Merchandising 123A — Fashion Development Training II (3-1-20) Supervised employment (Laboratory on-the-job). A continuation of self-motivating factors involved with fashion sales promotion and development of the individual student within the merchandising field. Emphasis will be placed on assisting and advising customers, as well as recognizing customer needs.

Fashion Merchandising 213A — Fashion Development Training III (3-1-20) Supervised employment (Laboratory on-the-job). Continuation of development of students in the fashion sales field and in self-motivation, self-improvement, etc. Emphasis will be made in the coordination of work experience with technical training.

*Approved Electives: MMG 113B — Principles of Management; MMG 113C — Human Relations in Management; MMG 223B — Introduction to Public Relations; MMG 213B — Personnel Management; BA 213 — Business Law; BA 113T — Typewriting; BA 113R — Business English; BA 214 — Principles of Accounting; BA 224 — Principles of Accounting (Partnership & Corp); HE 113B — Costume Design and Selection; HE 123B — Clothing; HE 113C — Textiles.

Fashion Merchandising 223A — Fashion Development Training IV (3-1-20) Supervised employment (Laboratory on-the-job). Continuation of individual student progress in sales, merchandising, advertising and buying. Development of good self-image and its contribution to effective sales work. Emphasis will be placed in the responsibilities involved in management area of work.

COURSES OF STUDY

Fashion Merchandising 113 — Fashion Orientation & Self Improvement (3-2-2) Studies of trends in fashion and the current market. Becoming knowledgeable in techniques of accessorizing, color coordination, fads, vogue and changing styles. Emphasis in best methods of developing a good self image and gaining self-confidence to become an attractive representation in the fashion industry. Short courses in personal grooming, personal hygiene, hair-style, make-up, figure control and overall appearance. Resource people will be invited to speak within their specialized fields.

Fashion Merchandising 113B — Applied Creativity in Fashion (3-3-0) Introduction to fashion design including principles of design, developing skills in fashion sketching of garments, study of coordinates, color and line as applied to costumes. Selection of fabrics in coordinating the complete ensemble with shoes, jewelry, etc. Studies will include the appropriate attire for the occasion. Lectures will be supplemented with guest speakers in area of dress design for incentives to development of student skills in creating and coordinating.

Fashion Merchandising 123 — Fashion Marketing (3-3-0) An overview of the fashion industry and principles in marketing. Production and labels of wearing apparel. Studies in consumer behavior and its influences and changing demands of the customer. Class lectures will be supplemented with field trips to clothing manufacturers and guest speakers pretaining to the marketing of ready-to-wear fashions.

Fashion Merchandising 123B — Principles of Clothing (3-3-0) Recommended for students with no clothing construction skill. Fashionability in dress suitable to the individual, applying the art principles and new technologics in developing fundamental skills in garment construction and selection of fabrics being used. Importance of alterations, fittings and selection of the correct garment.

Fashion Merchandising 213 — Promotion in Fashion Sales (3-3-0) Emphasis will be placed on the importance of store & win-

dow display, customer relations, advertising media. Studies will be made concerning peak season of sales, promotion of seasonal fashions, style shows as medias of introduction of new fashions. Semester project will consist of each girl being responsible for a complete live style show, writing script, planning stage display, narration, selection of timing as to season, and total coordination of same.

Fashion Merchandising 223 — Fashion Buying and Merchandising (3-2-2) An in depth study of sources of supply, knowing your manufacturer, development of open mindness to buying. Differences in buying for department store, etc. versus specialty shops, studies in the exclusive sales rights, its limitations and/or benefits, buying in relation to the clientele, and buying in regard to seasonal deliveries. A highlight of the course will be a trip to a Dallas market for first hand observation of buying and merchandise available.

Fire Protection Technology

This two-year program leads to the Associate-in-Applied Science Degree in Fire Protection Technology and is in accordance with public law and sets forth approved or certified courses as approved by the Commission on Fire Protection. This Commission is composed of representatives of the Texas Education Agency and the Coordinating Board.

FIRE PROTECTION TECHNOLOGY CURRICULUM

Semester I
Fire Protection 113
Fire Protection 113A
English 113
Chemistry 113
Mathematics 113E*

Semester II
Fire Protection 123
Fire Protection 123A
Fire Protection 123B
Chemistry 123
Speech 223A

Semester III
Fire Protection 213
Fire Protection 213A
Fire Protection 213B
English 223B
Government 223
Approved Elective**

Semester IV
Fire Protection 223
Fire Protection 223A
Fire Protection 224B
Approved Elective**
Free Elective***
Free Elective***

*Student placement in mathematics classes is based upon the results of tests and subjects completed before admission.

**Approved electives: FPT 113P, FPT 113C, FPT 113D, FPT 113E, FPT 113F, FPT 113G, EPT 223C, (FPT: Fire Protection Technology)

***Free electives: History 213, History 223, Government 213, Psychology 213, Mathematics 113*

Fire Protection 113 — Fundamentals of Fire Protection (3-0) This course includes the history and philosophy of fire protection; review of statistics of loss of life and property by fire; introduction to agencies involved in fire protection; current legislative developments and career orientation; recruitment and training for fire departments; position classification and pay plans; employee organizations; a discussion of current related problems and review of expanding future fire protection problems.

Fire Protection 113A — Industrial Fire Protection I (3-0) This course covers specific concerns and safeguards related to business and industrial organizations, a study of industrial fire brigade organization and development, plant lay-out, fire prevention programs, extinguishing factors and techniques, hazardous situations and prevention methods, and gaining cooperation between the public and private fire department organizations. It also includes a study of elementary industrial fire hazards in manufacturing plants.

Fire Protection 113B — Fire Safety Education (3-0) This is a survey of physical, chemical, and electrical hazards and their relationship to loss of property and/or life. It includes a study of codes, laws, problems, and cases and a detailed examination and study of the physical and psychological variables related to occurrence of casualities. Safe storage, transportation and handling techniques are stressed to eliminate or control potential risks.

Fire Protection 113C — Advanced Fire Loss Statistical Systems (3-0) An in-depth study of computerized systems that may be utilized for storing and retrieval of fire loss statistics; also techniques and procedures for programming various types of records and reports valuable to the fire service. Exploration of the new systems of micro-filming including the modern technology of COM (Computer Output Microfilm) and the systems utilizing microfiche, including reduction ratios and various type readers. A review of standards for the uniform coding for fire protection as developed by the NFPA in pamphlet 901 and 901AM.

Fire Protection 113D — Fire Insurance Fundamentals (3-0) The relationships between fire defenses, fire losses, and insurance rates are studied. Basic Insurance principles, fire loss experience, loss ratios, state regulations of fire insurance, key rate system, applying the I. S. O. grading schedule and other topics are stressed. Relationship of insurance to modern business principles of property and casualty insurance con-

tracts; corporate structure of insurance companies.

Fire Protection 113E — Legal Aspects of Fire Protection (3-0) A study of legal rights and duties, liability concerns and responsibilities of the fire department while carrying out their duties. Introduction and basic concepts of civil and criminal law, the Texas and Federal judicial structure, and cities liability for acts of the fire department and fire prevention bureaus. An in-depth study of various cases concerning fire fighters, fire departments, and municipalities.

Fire Protection 113F — Fire Service Communications (3-0) The development of fire alarm systems, the various types of systems, installation, operation and testing of the most common systems; receiving, dispatching, and radio communication procedures; F. C. C. regulations, the fire alarm operations office, mutual aid systems, fire station communications and facilities, response and fire ground procedures, emergency operations, code and numbering systems, required records and reports; technological advances.

Fire Protection 113G — Urban Fire Problem Analysis (3-0) Intensive study of the urban fire problem. Problems covered by lack of zoning and other land use laws. Operation research techniques, and systems engineering are utilized as analytic procedures for the technological assessment of the public fire protection, including water supply, fire alarm, and fire department traditional assessment methods and urban analysis. Socioeconomic and management factors as related to city planning. Environment problems incurred should be studied in-depth.

Fire Protection 123 — Fire Protection Systems (3-0) Study of the required standard for water supply; special hazards protection systems; automatic sprinklers and special extinguishing systems; automatic signaling and detection systems; rating organizations and underwriting agencies.

Fire Protection 123A — Fire Prevention (3-0) The objectives and views of inspections, fundamental principles, methods, techniques, and procedures of fire prevention administration; fire prevention organization; public cooperation and image; recognition of fire hazards; insurance problems and legal aspects; development and implementation of a systematic and deliberate inspection program. Survey of local, state, and national codes pertaining to fire prevention and related technology; relationship between building inspection agencies and fire prevention organizations. Engineering as a solution to fire hazards.

Fire Protection 123B — Industrial Fire Protection II (3-0) Development of fire and safety organizations in industry; relation between private and public fire protection organizations; current trends, deficiencies and possible solutions for industrial fire problems; role of insurance and other special organizations; an in-depth study of specific industrial processes, equipment, facilities and work practices to understand the potential hazards and techniques to detect and control such hazards. Field trips to selected plants and demonstrations of new techniques, equipment and innovations.

Fire Protection 213 — Fire Administration I (3-0) An in-depth study of the organization and management as related to a fire department including budgeting, maintenance of records and reports, and management of fire department officers. Personnel administration and distribution of equipment and personnel and other related topics, including relation of various government agencies to fire protection areas. Fire service leadership as viewed from the company officer's position.

Fire Protection 213A — Building Codes and Construction (3-0) Fundamental consideration and exploration of building construction and design with emphasis on fire resistance of building materials and assemblies, exposures, and related data focused on fire protection concerns; review of related statutory and suggested guidelines, both local and national in scope. Review of Model Building Codes and Life Safety Code.

Fire Protection 213B — Fire and Arson Investigation (3-0) A study of the detection of arson, investigation techniques, case histories, gathering and preserving of evidence; preparing for a court case; selected discussion of laws, decisions and opinions; kinds of arsonists, interrogation procedures, cooperation and coordination between fire fighters and arson investigators and other related topics.

Fire Protection 223 — Hazardous Materials I (3-0) Study of chemical characteristics and behavior of various materials that burn or react violently related to storage, transportation, handling hazardous materials, i.e., flammable liquids, combustible solids, and gases. Emphasis on emergency situations and most favorable methods of handling fire fighting and control.

Fire Protection 223A — Fire Administration II (3-0) Study to include insurance rates and ratings, preparation of budgets, administration and organization of training in the fire department; city water requirements, fire alarm and communications systems; importance of public relations, report writing and

record keeping; measurements of results, use of records to improve procedures, and other related topics; legal aspects relating to fire prevention and fire protection with stress on municipal and state agencies; design and construction of fire department buildings.

Fire Protection 223C — Hazardous Materials II (3-0) Hazardous materials covering storage, handling, laws, standards, and fire fighting techniques associated with chemicals, gases, flammable liquids, corrosives, poisons, explosives, rocket propellants and exotic fuel, radio-active materials. The formation of toxic fumes and health hazards is also stressed. Ignition and combustion characteristics of gases, liquids, and solids related to free-burning fire and explosion phenomena. Familiarization with radiological instruments, human exposure to radiation, decontamination procedures, common uses of radio-active materials and operational procedures.

Prerequisite: Chemistry 113.

Fire Protection 224B — Fire Fighting Tactics and Strategy (3-1) Essential elements in analyzing the nature of fire and determining the requirements. Efficient and effective utilization of manpower, equipment and apparatus. Emphasis to be placed on pre-planning, study of conflagration problems, fire ground organization problem solving related to fire ground decision making and attack tactics and strategy. Use of Mutual Aid and large scale command problems.

Foreign Language

See the Bachelor of Arts plan in the Biology section of this catalog.

French 113-123 — Conversational French (3-0) For students who have never studied French. Conversational approach including fundamentals of grammar, readings, and emphasis on oral and written composition.

French 114 — Beginner's French (3-2) Drill in the pronunciation and the grammar of the French language with written exercises, dictation and conversation in French.

French 124 — Composition and Reading (3-2)

Prerequisite: French 114 or two admission units in French from high school.

French 213-223 — Oral Expression, Reading & Composition (3-0) Outside readings assigned from French masters.

Prerequisite: French 124 or three or four admission units in French from high school.

Spanish 113-123 — Conversational Spanish (3-0) For students who have never studied Spanish. Conversational approach including fundamentals of grammar, readings, and emphasis on oral and written composition.

Spanish 114 — Beginner's Spanish (3-2) Drill in the pronunciation and the grammar of the Spanish language with written exercises, dictation and conversation in Spanish.

Spanish 124 — Composition and Reading (3-2)

Prerequisite: Spanish 114 or two admission units in Spanish from high school.

Spanish 213-223 — Oral Expression, Reading & Composition (3-0) Outside readings assigned from Spanish masters.

Prerequisite: Spanish 124 or three or four admission units in Spanish.

German 113-123 — Conversational German (3-0) For students who have never studied German. Conversational approach including fundamentals of grammar, readings, and emphasis on oral and written composition.

German 114 — Beginner's German (3-2) Drill in the pronunciation and the grammar of the German language with written exercises, dictation and conversation in German.

German 124 — Composition and Reading (3-2)

Prerequisite: German 114 or two admission units in German from high school.

German 213-223 — Oral Expression, Reading and Composition (3-0) Outside readings assigned from German masters.

Prerequisite: German 124 or three or four admission units in German.

Government

See the Bachelor of Arts plan in the Biology section of this catalog.

Government 213 — American Government (3-0) A functional study of the American constitutional governmental system, of the origins, developments and present-day problems of the national government, of the rights, privileges and obligations of

citizenship.

Prerequisite: Sophomore standing.

Government 223 — American State Government (3-0) The nature, organization, and general principles of local government in the United States, with special attention to these forms in Texas; the judicial, legislative and administrative functions in federal and state government; financing governmental activities. This course meets the legislative requirements for teacher certification.

Prerequisite: Sophomore standing.

Graphic Communications

Students successfully completing this program receive the Associate-in-Applied Science Degree.

This is a two year post high school technical program designed to meet the needs of the student desiring to enter the field of communications graphics and commercial photography. The course of study is designed to give the student a well-rounded knowledge of illustration, communications graphics, and commercial photography used in advertising and photography fields.

GRAPHIC COMMUNICATIONS CURRICULUM

Semester I	Semester II
Graphic Communications 113	Graphic Communications 123
Graphic Communications 113A	Graphic Communications 123B
English 113	English 223B
Mathematics 113*	Mathematics 113T*
Approved Elective**	Approved Elective**
Psychology 111	
Semester III	**Semester IV**
Graphic Communications 213	Graphic Communications 223
Graphic Communications 213A	Graphic Communications 223A
Speech 223A	Psychology 223
Approved Elective**	Approved Elective**
Approved Elective**	Approved Elective**

*Student placement in mathematics classes is based upon the results of tests and subjects completed before admission.

**Approved Electives: History, Government, Art 113D, Chemistry 114, Psychology 213, Mid-Management 223B.

Graphic Communications 113 — Basic Photography (2-4) A course designed to cover the basic requirements of photography, including use of camera, film development, and print making. Credit cannot be given for both GC 113 and Journalism 123P.

Graphic Communications 113A — Basic Graphics (2-4) A course designed to acquaint the student with the fundamentals of orthographic drawing, pictorial drawing and rendering techniques.

Graphic Communications 123 — Advanced Photography (2-4) A continuation of Graphic Communications 113 with the main course objectives to include the study of exposure development, esthetic values, and photo composition.

Prerequisite: Graphic Communications 113 or a basic knowledge of photography.

Graphic Communications 123B — Reproduction Layout and Design (2-4) A course designed to cover the basic principles of planning, design, layout, and other artwork procedures in preparation for the images used in photo-conversion for graphic arts.

Graphic Communications 213 — Commercial Photography (2-4) Organized specialized learning experiences which include theory, laboratory, and studio work as each relates to all phases of camera uses and photographic processing. Instruction includes composition and methods of photographing products for advertising display in all medias.

Graphic Communications 213A — Photographic Reproduction (2-4) A course designed to present the basic methods of converting camera ready images to film negatives or positives. The processes, materials and tools of this special kind of photography are used in the preparation of image carriers.

Graphic Communications 223 — Studio Photography (2-4) Advanced use of lighting and composition of studio portraiture and photography.

Graphic Communications 223A — Graphic Reproduction (2-4) A course that will describe and illustrate the procedures, materials, and equipment used in transferring images to paper. The purpose of graphic reproduction is to put an image on paper.

Hearing Aid Specialists

The primary objective of the Hearing Aid Specialists program is to train entry level personnel for careers in the field of hearing loss rehabilitation through proper selection and fitting of appropriate amplification devices. It is designed to prepare the graduate for:

a. Professional certification and registration

b. State licensing

c. The position of hearing aid consultant

In addition to studying sound business practices, the student will be trained in:

a. Shop practice

b. Psychology of the patient with impaired hearing

c. Measuring hearing loss

d. Evaluation of hearing measurement results

e. Fitting hearing aids and accessories

HEARING AID SPECIALISTS CURRICULUM

Semester I
English 113
Business Administration 113D
Hearing Science 113
Hearing Science 113A
Hearing Science 113B
Psychology 111

Semester II
English 223B
Biology 113B
Hearing Science 123
Hearing Science 123A
Hearing Science 123B

Semester III
Mid-Management 113S
Business Administration 113A*
Hearing Science 213
Hearing Science 213A
Hearing Science 213B

Semester IV
Business Administration 123A*
Mid-Management 223B
or
Psychology 223
Hearing Science 221
Hearing Science 223
Hearing Science 223A
Hearing Science 223B

Hearing Science 113 — Hearing Physics (3-0) The physical and psychoacoustical properties and descriptions associated with sound waves and the human hearing mechanism.

*BA 214 & 224 are recommended for those who plan to pursue a Bachelor's degree

Hearing Science 113A — Hearing Anatomy (3-0) The anatomy and physiology of the human hearing mechanism, including anatomical terminology and concepts, the higher auditory cortex, hearing by air-conduction and bone-conduction, and theories of hearing.

Hearing Science 113B — Hearing Measurement I (2-1) Basic course in understanding and using pure-tone and speech audiometry, a brief discussion on relationships to hearing aid simulators and calibration of audiometers. Students will receive practical experience during the course.

Hearing Science 123 — Hearing Disorders and Their Management (3-0) An understanding of hearing disorders and approaches to their management.

Hearing Science 123A — Social Phychological Aspects of Hearing Impairment (3-0) Emographic, social and behavioral influences interacting to affect external attitude formation and self perception to the deaf and partially hearing individual.

Hearing Science 123B — Hearing Measurement II (2-4) Masking theory and applications as required in testing; descriptions, procedures, and interpretation of special test results as required of a hearing aid specialist; and an introduction to noise and its effects on man. Students will receive extensive practical experience during this course.

Hearing Science 213 — Hearing Instrument Technology I (2-1) Survey, description, analysis and evaluation of the hearing aid. Objectives designed to include physical familiarity, electroacoustical measurement and influence of acoustic coupling on overall performance.

Hearing Science 213A — Hearing Business Management (3-0) This course deals with the hearing aid office orientation to business theory and practice. Within this context, special emphasis will be given to general business administration concepts, marketing and advertising, and personnel selection and development factors which are so essential to the operation of a successful, professional hearing aid office.

Hearing Science 213B — Hearing Instrument Application (2-1) Selection and adaptation of an appropriate hearing instrument to satisfy individual requirements, along with appropriate consultation to the hearing impaired and supportive personnel.

Hearing Science 221 — Preparation for License Examination (1-0) This course is designed to help prepare students to take the state licensure examination.

Hearing Science 223 — Hearing Instrument Technology II (3-0) A continuation of Hearing Science 213

Hearing Science 223A — Professional Management (3-0) Professional, industry, and service organizations sharing a common interest in the hearing impaired; hearing health care delivery manpower, institutions, and programs; concepts of professionalism and their relevance to the hearing aid specialist; inter-professional relationships within the hearing health care system; regulation and legislation in hearing health care delivery; professional obligations of the hearing aid specialist.

Hearing Science 223B — Laboratory Practicum (1-12) Competent service support as an obligation to hearing impaired will be emphasized in this course. Service lab tools and equipment, procedures, systems and practice will be covered in detailed first-hand experience. Students will be afforded extensive experience in the maintenance of hearing aids and the individual components of hearing aid systems. Students will also receive extensive practice in taking earmold impressions and in modifying earmolds during this course.

History

See the Bachelor of Arts plan in the Biology section of this catalog.

History 113 — A Survey of British History Through 1660 (3-0) This course introduces the student to the successive developments in British history, institutions, and civilization. Lectures and reading assignments acquaint the student with the Anglo-Saxon legal system, the Norman Conquest, and Feudalism; the Medieval Church; the Development of Parliament; and emphasizes the emergence of Modern Great Britain and the Tudor and early Stuart periods.

History 113A — Western Civilization in Medieval Times (3-0) A standard western civilization - cultural development survey course in the cultural, political, and institutional development of the nations of Europe from antiquity to the renaissance.

History 123 — A Survey of British History Since 1660 (3-0) Commencing with the Stuart restoration, this acquaints the student, through lectures and reading assignments, with the development of British democratic philosophy; the emergence

of Britain as a world power in the seventeenth century; the loss of the first Empire; the fight for survival against Napoleon; the growth of the second Empire; Britain's decline as an imperial power; and traces the development of the modern liberal British state.

History 123A — Western Civilization in Modern Times (3-0) Continuation of History 113A. A standard western civilization - cultural development survey course in the cultural, political, and institutional development of the nations of Europe from the renaissance to modern times.

History 213 — History of the United States (3-0) A general survey of the history of the United States from the era of discovery through the Civil War.

History 223 — History of the United States (3-0) A general survey of the history of the United States from Reconstruction to the present time.

History 223A — The Civil War and Reconstruction (3-0) The causes, course, and results of this sectional struggle in the United States. Formation of the Confederacy, military campaigns, and Reconstruction.

History 223T — Texas History (3-0) A history of Texas from the Spanish period to the present day. Stress is placed upon the period of Anglo-American settlement, the revolution, the republic, and the development of the modern state.

Home Economics

Semester I	**Semester II**
English 113	English 123
History 213	History 223
Science*	Science*
Home Economics 113A*	Home Economics 123A*
Home Economics 113B*	Home Economics 123B*
Physical Education*	Physical Education*
Psychology 111	

Home Economics 113A — Principles of Food Selection and Preparation (2-4) Fundamental principles in the selection and preparation of foods; nutritive values; cost of foods.

*See a Tyler Junior College counselor for specific courses in this department and for the suggested course plan for Semesters III and IV.

Home Economics 113B — Costume Design and Selection (2-4) Fundamental principles of design and color applied to the selection and planning of appropriate dress. Emphasis on line, color, and texture in relation to the individual, with laboratory application.

Home Economics 113C — Textiles (3-2) The study of fibers, fabrics, and finishes for application in choices of fabrics for clothing and home furnishings.

Home Economics 113D — Introduction to Food Preparation (2-2) Students learn to plan, prepare, and serve attractive, nutritious meals for the individual and for family groups. Laboratory experiences provide opportunities for the student to learn how to operate modern household appliances used in the preparation of food.

Home Economics 113H — Home and Family Living (3-0) For students desiring limited study and practical application of family problems, in such phases of homemaking as clothing, housing, and home care for the sick. Problems grouped as foods, family relations, and child care.

Home Economics 113I — Interior Decoration (3-0) A course experiencing a working knowledge in well-designed floor plans, interiors, and furnishings. Emphasis on the modern trends studies.

Home Economics 113S — Introduction to Sewing (2-2) Study of selection, purchase, and care of clothing; planning clothing budgets for individual members of the family; construction of three garments.

Home Economics 123A — Meal Management (2-4) For majors in Home Economics, hotel or restaurant management. Planning, managing, and serving meals suitable for family groups for all occasions. Selection and use of table appointments.

Home Economics 123B — Clothing (2-4) Fundamental principles of selection and construction of clothing. Use and alteration of commercial patterns. Problems selected according to the ability and learning experience of the student.

Home Economics 123C — Nutrition (2-2) Fundamental principles of human nutrition applied to the individual, family, and community nutrition problems. Chemistry, physiology and economics of nutrition.

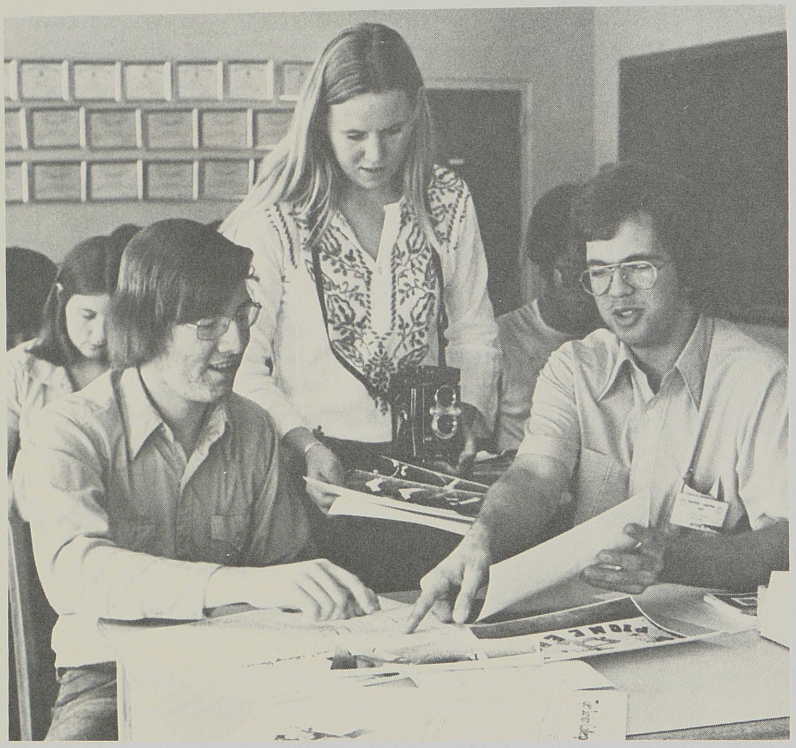
Home Economics 123D — Intermediate Food Preparation (2-2) A continuation of 113D with laboratory experiences including gourmet foods and foreign dishes.

Home Economics 123P — Consumer Problems (3-0) A study of consumer goods and services as relates to the home. This course includes the study of family purchasing, advertising, commodity information, merchandise standardization, branding, grading and marketing.

Home Economics 123S — Social Fundamentals (3-0) A course designed to develop an interest in a consideration for others. Includes the study of introductions, correspondence, table manners, dating problems, weddings, and informal and formal entertaining.

Home Economics 124 — Home Furnishings and Interior Design (3-2) Designed to give the student a background of what to look for and plan for in the home. Also to acquaint the student with the basic needs in home furnishings and with solutions to problems of interior decoration.

Home Economics 213 — Prenatal and Infant Development (3-0) Physical and psychological preparation of the family for parenthood, study of prenatal development, infant behavior, care and growth to age two. The course is concerned with the infant as a developing individual and his interaction with his environment.



Journalism

Semester I
English 113
History 213
Science*
Journalism 113
Foreign Language*
Physical Education*
Psychology 111

Semester II
English 123
History 223
Science*
Journalism 123P, 123 or 123E
Foreign Language*
Physical education*

Journalism 113 — Mass Communication (3-2) An introduction to mass communication and the fundamentals of reporting for the Mass Media. Laboratory in newswriting two hours per week.

Journalism 113R — Principles of Journalism (3-0) An introductory survey of the field of journalism designed to acquaint students with the profession and what it offers those entering it. The course considers the expanding function in democracy of newspapers, magazines and of radio and television journalism.

*See a Tyler Junior College counselor for specific courses in this department and for the suggested course plan for Semesters III and IV

Journalism 123 — Introduction to Advertising (3-0) The course analyzes the social and economic benefits of advertising as a medium of communication in print and electronic journalism.

Journalism 123E — Radio-Television News Writing (3-2) Preparation of news copy for radio and television presentation. News styles for the electronic media. Spot news, analysis, features, reporting and interviewing are covered.

Journalism 123R — Principles of Journalism (3-0) A continuation of Journalism 113R.

Journalism 123P — Photojournalism (2-3) A beginning course in photography teaching reporting with the camera. Basic instruction in black and white press photography with emphasis on 120 and 35 mm cameras. Photographic picture composition, developing, and printing. Credit cannot be given for both Journalism 123P and Graphic Communications 113.

Journalism 213 — General Reporting (3-2) Theory and practice in news writing for newspaper, radio, television. Laboratory two hours per week.

Journalism 223 — Editing (3-2) Editing copy for accuracy, objectivity, and readability.

Prerequisite: Journalism 113 or 213.

Law Enforcement Technology

Students successfully completing this program receive the Associate-in-Applied-Science Degree.

This course provides a survey of police problems, crime trends and statistics, organization and jurisdiction of local, state and federal enforcement agencies. Surveys of professional opportunities and personal qualifications are studied. The course is a basic orientation designed to provide the student with a complete evaluation of the European and American police systems. The student is introduced to a general history of police systems which serves as a frame of reference in analyzing trends in the modern police service.

LAW ENFORCEMENT CURRICULUM

Semester I
English 113
History 213
Law Enforcement 113
Law Enforcement 113B
Law Enforcement 113C
Psychology 111

Semester II
English 123
History 223
Speech 223A
Law Enforcement 123B
Law Enforcement 123C

Semester III
Psychology 213
Government 213
Sociology 213
Law Enforcement 213A
Law Enforcement 213B

Semester IV
Sociology 223
Government 223
Law Enforcement 223B
Law Enforcement 223C
Law Enforcement 223D

Law Enforcement 113 — Introduction to Law Enforcement (3-0) The philosophy and history of law enforcement is studied. It includes a survey of police problems and crimes. Organization and jurisdiction of local, state and federal enforcement agencies and a survey of professional qualifications and opportunities.

Law Enforcement 113B — Police Organization and Administration (3-0) The principles of organization, administration and functioning of police departments are studied. This includes personnel policies, operating division policies and command of the department as a whole.

Law Enforcement 113C — Probation and Parole (3-0) This course is designed as an introduction to the many faceted subject of criminal corrections. Through this survey course the student will be exposed to the historical development of this integral part of today's criminal justice system.

Law Enforcement 123B — Police Role in Crime and Delinquency (3-0) Juvenile criminal behavior will be studied to provide an insight into casual factors, precipitating forces, and opportunities for the commission of criminal or delinquent acts. The techniques, responsibilities, and capabilities of police organization in the area of delinquency prevention will be developed.

Law Enforcement 123C — Patrol Administration (3-0) To acquire a basic philosophy and history of systems dealing with patrol functions, to study the principles of organization and function of the patrol operation so that the students may have an overview of the role of the patrol function in today's society.

Law Enforcement 213A — Criminal Investigation (3-0) Theories and concepts of the investigator's role in modern criminal investigation are studied. Basic skills necessary in conducting an investigation, developing sources of information, the collection and preservation of evidence and preparation of reports are developed.

Law Enforcement 213B — Legal Aspects of Law Enforcement (3-0) This course covers a brief history and philosophy of modern law which includes the structures, definition and application of commonly used penal statutes and leading case laws. It also includes a review of the elements of crimes, laws and arrest, search and seizure.

Law Enforcement 223B — Traffic Planning and Administration (3-0) This course is designed to provide the student with an understanding of the magnitude and complexities of the traffic problem. On successful completion he will have a working knowledge of the methods and techniques used by the various agencies to eliminate or to control these problems. This course will enable the student to evaluate any program with which he may come in contact and will also put him in a position to offer constructive criticism and remedies.

Law Enforcement 223C — Criminal Procedure and Evidence (3-0) Introduction to the rules governing the admissibility of evidence and types of evidence; criminal procedure in various courts, review of the Texas Code of Criminal Procedure, including laws of arrest, search and seizure, and leading case laws on each topic.

Law Enforcement 223D — Police Community Relations (3-0) The role of the individual officer in achieving and maintaining positive public response; inter-group relations and public information.

Mathematics

The mathematics courses at Tyler Junior College have been carefully designed to meet the needs of students in specific areas of study, such as technology, liberal arts, business, elementary education, science, engineering, and mathematics. A student takes the same mathematics courses at Tyler Junior College that he would take during his first two years at a senior institution.

The advanced mathematics program at Tyler Junior College requires four semesters to complete. This sequence does not

include college algebra and plane trigonometry. Students who do not have a strong enough high school background to receive advanced placement in college algebra (Mathematics 113A) and plane trigonometry (Mathematics 113B) are advised to complete these courses during the summer preceding their freshman year.

To enroll in Calculus I and Analytic Geometry (Mathematics 213A), one of the following requirements must be met:

1. Advanced placement in Mathematics 113A and Mathematics 113B with the equivalent of 1 1/2 years of high school algebra AND at least one semester of high school trigonometry.
2. Credit in Mathematics 113A and Mathematics 113B or
3. Credit in Mathematics 113A and taking Mathematics 113B and Mathematics 213A concurrently.

NOTE: A grade of C or better should be made in each mathematics course in order to continue in any mathematics sequence.

SUGGESTED COURSE PLAN FOR MATHEMATICS MAJORS

Semester I	**Semester II**
English 113	English 123
History 213	History 223
Foreign Language*	Foreign Language*
Elective*	Physics 124A
Mathematics 213A**	Mathematics 213B
Physical Education	Physical Education
Psychology III	

Mathematics 113 — College Algebra (3-0) A first course in the logical approach to algebra, primarily for liberal arts and business administration majors. This course includes: sets; number system; solution and graphing of first degree equations and inequalities; solution of systems of linear equations and inequalities; polynomials and factoring; quadratic equations and inequalities; relations and functions; exponents; radicals.

Prerequisite: One year of high school algebra and acceptable ACTP mathematics score or Mathematics 113L.

*See a Tyler Junior College counselor for specific courses in this department and for the suggested plan for Semesters III and IV.

**Placement in mathematics classes is based upon the results of tests and subjects completed before admission.

Mathematics 113A — College Algebra (3-0) Designed primarily for engineering and mathematics majors, this course includes: sets; number system; exponents; relation and function; inverse functions; exponential and logarithmic functions; quadratic functions; polynomials and elementary theory of equations; systems of equations; inequalities; mathematical induction; progressions; binominal theorem.

Prerequisite: One and one-half years of high school algebra and an acceptable ACTP Mathematics score, or Mathematics 113.

Mathematics 113B — Trigonometry (3-0) Angular measure; functions of angles; derivation of formulas; identities; solution of triangles; equations; inverse functions; complex numbers.

Prerequisite: Mathematics 113 or registration in Mathematics 113A.

Mathematics 113M — Developmental Mathematics (3-0) An introductory course designed to provide a review of fundamental operations in mathematics.

Mathematics 113E — Applied Mathematics I (3-0) Signed numbers; fractions; percentage, slide rule, and basic Algebra. For students in technological programs.

Mathematics 123E — Applied Mathematics II (3-0) Ratio and proportion, logarithms, intermediate Algebra, solution of triangles by use of trigonometry, and vectors. For students in technological programs.

Mathematics 113T — Applied Trigonometry (3-0) This course presents the concepts of trigonometry such as angular measure, function of the angles, solutions of triangles and equations. A course for students in technological programs.

Mathematics 113L — Fundamentals of Mathematics (3-0) Designed for students who need a review of fundamental operations in arithmetic and algebra. This course may not be used as a part of the requirements for a major in mathematics.

Mathematics 113K — Finite Mathematics I (3-0) A beginning course in topics from finite mathematics, with business applications. This course includes: logic; sets; relations and functions; linear equalities and inequalities; vectors and matrices; linear models; permutations and combinations; and probability.

Prerequisite: Acceptable ACTP mathematics score or Mathematics 113.

Mathematics 123K — Finite Mathematics II (3-0) Topics in continuous mathematics, with business applications. This course includes: quadratic, exponential, and logarithmic graphs; sequences, limits, and summation; topics from analytic geometry; topics from calculus; continuity, maxima and minima, and fundamental derivative and integral formulas.

Prerequisite: Mathematics 113K.

Mathematics 223S — Programming for Statistics (3-0) Instruction in programming the computer for solving various problems encountered in business (Fortran). Univariate analysis, measures of central tendency and scatter; index numbers; and analysis of time series. Materials fee, $2.00.

Prerequisite: Six hours of College Mathematics.

Mathematics 113G — Introduction to Modern Mathematics I (3-0) Sets, counting numbers, integers, topics from elementary number theory, rational numbers, decimals and the real number system, systems of numeration.

Prerequisite: Math section ACT score 13 or greater, or Mathematics 113L.

Mathematics 123G — Introduction to Modern Mathematics II (3-0) Field of real numbers, linear equations and inequalities, functions and graphs, systems of linear equations, quadratic equations, complex and finite number systems, topics from geometry.

Prerequisite: Mathematics 113G.

Mathematics 123A — Analytic Geometry (3-0) Cartesian coordinates; the straight line; the circle, and conic sections; transformation of coordinates; polar coordinates; parametric equations; transcendental and higher plane curves.

Prerequisite: Mathematics 113A, 113B, consent of Mathematics department, or see introductory paragraph.

Mathematics 123C — Introduction to Computer Science (2-2) Fundamental concepts of information theory, computer programming with flow charting and coding, utilization of BASIC language first half of course and FORTRAN language last half. Students will develop programs dealing with problems from their particular field such as engineering, mathematics, physics, business accounting, chemistry using a Data General Corp. NOVA 1200 mini-computer and an IBM 360 series/model 44 computer.

Prerequisite: Math 113 or math section ACT score 25 or

greater or consent of department.

Mathematics 213 — Calculus I (3-1) Variables, functions and limits; differentiation of algebraic functions, with applications; differentials; mean value theorem; integration of algebraic functions, with applications, differentiation of transcendental functions with applications.

Prerequisite: Mathematics 123A, or see introductory paragraph.

Mathematics 223A — Calculus II (3-1) Methods of integration, with applications; improper integrals; indeterminate forms; vectors and curvilinear motion.

Prerequisite: Mathematics 213.

Mathematics 223B — Calculus III (3-1) Introduction to series, expansion of functions, hyperbolic functions, analytic geometry of three dimensional space, partial differentiation, multiple integration with applications.

Prerequisite: Mathematics 223A.

Mathematics 213A — Calculus I and Analytic Geometry (3-1) The line, circle, translation of axes, parabola, continuity, the derivative, applications of the derivative, the differential, and antidifferential.

Prerequisite: Mathematics 113A, 113B. See introductory paragraph.

Mathematics 213B — Calculus II and Analytic Geometry (3-1) Algebraic curves, the definite integral, applications of the definite integral, logarithmic and exponential functions, trigonometric functions, techniques of integration, the ellipse, the hyperbola, and identification of a conic.

Prerequisite: Mathematics 213A

Mathematics 223C — Calculus III and Analytic Geometry (3-1) Hyperbolic functions polar coordinates, indeterminate forms, improper integrals, Taylor's formula, parametric equations, vectors in the plane.

Prerequisite: Mathematics 213B

Mathematics 223D — Calculus IV (3-1) Infinite series, vectors in three-dimensional space and solid analytic geometry, differential calculus of functions of several variables, directional derivatives, gradients, line integrals, multiple integration.

Prerequisite: Mathematics 223C

Mathematics 223 — Differential Equations (3-0) Equations of the first order and degree; linear differential equations; operational methods; special types of higher order equations; Laplace tranforms; applications of differential equations.

Prerequisite: Mathematics 223C.

Medical Laboratory Technician

Tyler Junior College offers a two year program designed to provide understanding, proficiency and skill as a Medical Laboratory Technician. Upon completion of the program, the student will be granted an Associate-in-Applied-Science Degree and will be eligible to apply for the Medical Laboratory Technician registry by the American Society of Clinical Pathologists.

The first year of the curriculum is devoted largely to liberal arts studies on the junior college campus. In addition to liberal arts studies in the second year, courses are included to provide supervised clinical laboratory work experience in hospitals and clinics.

Three summer sessions of six weeks each are scheduled in the program. The first two summer sessions will be devoted largely to liberal arts studies and supervised clinical laboratory experience. During the fourth semester and the third summer session, students will be engaged full time in medical laboratories to gain additional knowledge and skills first-hand. They will be under the general supervision of a program coordinator employed by Tyler Junior College. Group lectures to enrich the learning processes of the students will be provided.

When a student has completed the program, he should be able to perform in all areas of the clinical laboratory. A minimum grade of 75 will be required on all Medical Laboratory Technology courses.

Since enrollment in this program is necessarily limited, those applying for admission must make their application directly to the director of this program.

MEDICAL LABORATORY CURRICULUM

Semester I	**Semester II**
English 113	English 223B
Mathematics 113E	Chemistry 114
Biology 113B	Mathematics 113
Medical 113	Medical 123
Biology 114A	Biology 123B

Summer Session I
Psychology 213
Biology 114C

Semester III
Chemistry 124
Medical 223A
Medical 213C
Medical 213A
Approved Elective*

Summer Session II
Medical 123S
Biology 124C

Semester IV
Medical 226
Medical 226A

Summer Session I
Medical 216S

Medical 113 — Basic for Allied Health Service (3-9) An introduction to the field of Medical Laboratory Technology and a study of hematology and urinalysis.

Medical 123 — Clinical Microbiology (3-9) Practical and basic applications of methods and equipment used in clinical microbiology. Brief history of methods to furnish a basic background and terminology. A number of orientation sessions at the hospital laboratory bacteriology departments are included.

Medical 123S — Clinical Practice I (0-15) This course is designed to provide clinical laboratory experience in the area of specialization. Students will be under the supervision of a program coordinator.

Medical 213 — Clinical Practice (0-12) This course is designed to provide practical clinical laboratory experience in the area of specialization. Students will be under the general supervision of a program coordinator.

Medical 213A — Medical Laboratory Techniques I (2-3) A study of topics related to clinical serology with laboratory applications to various serological procedures.

Medical 213C — Clinical Chemistry (2-3) Topics of applications in chemistry related to the clinical laboratory.

Medical 213S — Clinical Practice I (0-24) This course is designed to provide clinical laboratory experience in the area of specialization. Students will be under the supervision of a program coordinator.

Medical 216S Clinical Practice IV (0-40) This course is designed to provide clinical laboratory experience in the area of specialization. Students will be under the supervision of a program coordinator.

*Student placement in mathematics classes is based upon the results of tests and subjects completed before admission.
**Suggested Electives: Sociology 213, Home Economics 123C

Medical 223 — Clinical Practice (MLT) (0-12) This course is designed to provide clinical laboratory experience in the area of specialization. Students will be under the supervision of a program coordinator.

Medical 223A — Medical Laboratory Techniques II (2-10) A study of principles in blood banking and coagulation techniques with laboratory application of the various procedures used in a clinical laboratory.

Medical 223S — Clinical Practice II (0-24) This course is designed to provide clinical laboratory experience in the area of specialization. Students will be under the supervision of a program coordinator.

Medical 226 — Clinical Practice II (MLT) (1-19) This course is designed to provide clinical laboratory experience in the area of special A. M. training. Students will be under the supervision of a program coordinator.

Medical 226A — Clinical Practice III (1-19) This course is designed to provide clinical laboratory experience in the area of special P. M. training. Students will be under the supervision of a program coordinator.

Mid-Management

The Mid-Management program is a cooperative work-study program which leads to an Associate Degree in Applied Science. The Mid-Management curriculum is an accelerated program designed to give selected students the advanced management course needed for managerial skills. Its purpose is to provide a practical, comprehensive program covering the full spectrum of management activity. The program is designed to meet both the requirements of young people preparing for careers in business management as well as men and women who are already actively engaged in business and industry. Structured to provide functional management theory that can be applied immediately to the job, the Mid-Management program supports the theory that there is no substitute for experience in the learning process.

Concurrent with the academic Mid-Management courses, the Mid-Management major is required to take a course called Management Internship. One of the requirements of the management internship course is that a student must work a minimum of 20 hours per week at a training station provided or approved by a Mid-Management coordinator.

Persons desiring to enroll in the Mid-Management program should:

1. Make application for Mid-Management in advance of the fall and spring registration periods.
2. Be counseled by a Mid-Management coordinator.
3. Be placed in an approved Management training station.
4. Obtain a permit to register slip from the Mid-Management coordinator.

Persons who may have an interest in management but who are not interested in the management internship, may enroll for the Mid-Management series on prior approval.

MID-MANAGEMENT CURRICULUM
(Supervision Option)

Semester I
English 113
Business Administration 113B
Mid-Management 113A*
Mid-Management 113B
Mid-Management 113C

Semester II
Business Administration 113C
Business Administration 113D
Mid-Management 123
Mid-Management 123A*
Approved Elective**

Semester III
Mid-Management 213
Mid-Management 213A*
Mid-Management 213B
Business Administration 214
or 113A
Economics 213

Semester IV
Mid-Management 223
Mid-Management 223A*
Mid-Management 223B
Speech 223A
Approved Elective**

Mid-Management 113B — Principles of Management (3-0) This course combines the traditional concepts of management with the newer systems concept in an endeavor to develop a systems approach to management. The process of managing by planning, organizing, directing, coordinating and controlling is a integral part of this approach. The relationship of the principles of management to business situations using case studies is basic in this course.

*Mid-Management Internship includes twenty hours of supervised work experience each week, with a one-hour related weekly seminar. Students are limited to only one internship course per semester.

**Suggested Electives: History, Government, Electronic Data Processing 123C (Management Computer Use), Business Administration 113M (Office Machines), Business Administration 113T (Ttypewriting), MMG 113S, MMG 223R.

Mid-Management 113C — Human Relations in Management (3-0) The basic understanding of the individual alone and as a part of groups is critical to the businessman. Included are introduction and definition, the role of the manager and such topics as leadership, motivation, communication, group dynamics, and human relations and job performance.

Mid-Management 113S — Small Business Management (3-0) This course is designed to develop the student's understanding of those aspects of management that are uniquely important to small firms. The course will introduce the student to the economic, social, and legal functions necessary to understand required business records, legal and government relationships, profit planning, capital and credit, and factors that influence business failure and success.

Mid-Management 123 — Principles of Marketing (3-0) A general analysis made of the social and economic aspects of distribution as found in business organizations. Included is a study of the marketing structure and functions, institutional problems, prices, advertising and products.

Mid-Management 213 — Advertising and Sales Promotion (3-0) The fundamental principles, practices and common media in modern advertising are introduced. Included are those activities that supplement both advertising and personal selling, such as sampling, displays, demonstrations and other kinds of effort that render them effective.

Mid-Management 213B — Personnel Management (3-0) This course includes the study of personnel policies and administration, education and training, job classification and analysis, labor supply, employment and testing. Hours of work, labor union relations and employee safety and health problems.

Mid-Management 223 — Salesmanship (3-0) The basic principles of personal salesmanship are covered, with a study of methods, problems and duties of a salesman.

Mid-Management 223B — Introduction to Public Relations (3-0) The course introduces the techniques of public relations applied to supervisory and management positions. Customer relations are emphasized. Attention is given to programming a total public relations effort and selecting the strategy, media and persuasive devices which will accomplish given objectives.

Mid-Management 223R — Retail Merchandising (3-0) A study is made of the planning and supervision involved in marketing merchandise or service which will best serve to realize the marketing objectives of business. Included is the organization

and operation of the retail store and an analysis of retail buying and merchandising procedures covering buying, receiving, pricing, credit and collections, sales promotion, display, inventory and control.

Mid-Management 113A — 123A — 213A — 223A — Mid-Management Work Experience & Seminar (1-20) Internship is open only to students enrolled in the Mid-Management Program. This provides actual work experience in the retail, wholesale, or service business field as a paid employee. The student, the employer and the program coordinator develop an individual program for each student. The student is evaluated by both the employer and the program coordinator. MMG 113A - 123A are prerequisites for MMG 213A - 223A, or consent of instructor.

A weekly one hour seminar is held in conjunction with his job.

Three semester hours credit each semester for four semesters.

The student can only take one internship per semester.

Music

Courses are offered for three types of students:

1. Those who desire to pursue a professional career in music after completing a standard four-year music curriculum.

2. Those who desire to take individual private lessons in applied music.

3. Those who desire a cultural background in music.

College Credit in Music

Students who receive college credit are required to meet all admission requirements as listed on pages 23-25. Music majors, who have had no previous training in piano, are required, in addition, to pass a proficiency examination in piano.

Students who desire to take non-credit private lessons are not required to meet regular admission requirements.

The amount of credit is dependent upon the amount of laboratory hours per week decided upon at registration as follows:

1. **Preparatory work** in Applied Music is offered for beginning students and for students not sufficiently advanced to meet requirements for music major courses. College

level students enrolling in preparatory courses may receive credit as follows:

(1) One hour credit; one half-hour lesson, 6 hours practice weekly.

(2) Two hours credit; two half-hour lessons, 10 hours practice weekly.

2. **Credit in Strings, Woodwinds, Piano and Brasses.**

One semester hour credit requires six hours laboratory per week.
Two semester hours credit requires ten hours laboratory per week.
Three semester hours credit requires thirteen hours laboratory per week.
Four semester hours credit requires sixteen hours laboratory per week.

3. **Credit in Voice.**

One semester hour credit requires six hours of laboratory per week.
Two semester hours credit requires nine hours of laboratory per week.
Three semester hours credit requires twelve hours of laboratory per week.

SUGGESTED COURSE PLAN FOR MUSIC MAJORS

Semester I
English 113
History 213
Music 113T
Music 111T
Music 113L
Applied Music (major)
Applied Music (minor)
Band or Choir
Physical Education
Psychology 111

Semester II
English 123
History 223
Music 123T
Music 121T
Music 123L
Applied Music (major)
Applied Music (minor)
Band or Choir
Physical Education

Instrumental and vocal instruction is available as follows:

Applied Music 112K, 122K, 212K, 222K — Preparatory Piano

Applied Music 114K, 124K, 214K, 224K — Freshman and Sophomore Piano

Applied Music 112B, 122B, 212B, 222B — Preparatory Brass Private instruction in cornet, trumpet, French horn, baritone, trombone, or tuba.

Applied Music 114B, 124B, 214B, 224B — Freshman and Sophomore Brass Advanced private instruction in cornet, trumpet, French horn, baritone, trombone or tuba.

Applied Music 112S, 122S, 212S, 222S — Preparatory Strings Private instruction in violin, viola, violincello, bass viola, or classical guitar.

Applied Music 114S, 124S, 214S, 224S — Freshman and Sophomore Strings Advanced private instruction in violin, viola, violincello, bass viola, or classical guitar.

Applied Music 112P, 122P, 212P, 222P — Preparatory Percussion.

Applied Music 114P, 124P, 214P, 224P — Freshman and Sophomore Percussion.

Applied Music 112W, 122W, 212W, 222W — Preparatory Woodwinds. Private instruction in flute, clarinet, oboe, bassoon, or saxophone

Applied Music 114W, 124W, 214W, 224W — Freshman and Sophomore Woodwinds.

Applied Music 113V, 123V, 213V, 223V — Freshman and Sophomore Voice.

Music 112V, 122V, 212V, 222V — Voice Class (1-2)

Music 112G — Classical Guitar (1-2) Class instruction for beginners in guitar. Selected solo and duet pieces are used to teach music reading in the first position. Traditional classical guitar technique is emphasized. Students also learn how to accompany folk and popular songs using simple chord fingerings. No previous experience in music and/or guitar is required.

Music 122G — Classical Guitar (1-2) A continuation of Music 112G. More solo literature is covered including the simpler works of Canulli, Sor and Aguado and the traditional "Maleguena". Students also learn how to accompany songs using "movable" chords in higher positions. Exercises for strength, speed and independence including the Giuliani arpeggio studies and the major scales.

Prerequisite: Completion of Music 112G or examination by instructor.

Music Theory

Music 111T, 121T — Elementary Ear Training and Sight Singing (2-0) Rhythmic, melodic, and harmonic dictation in the major and minor modes; sight singing in the treble and bass clefs. Must be taken concurrently with Music 113T, 123T respectively.

Required of music majors.

Music 113A, 123A — Music Fundamentals (3-0) An introduction to the elements of music, including study of the staff, clefs, key signatures, scales, time signatures, notation, meter and rhythm; application of theory as the keyboard.

This course is designed for those who lack a background in music theory but who desire to pursue the study of music, or for those desiring an appropriate elective.

Music 113T, 123T — Elementary Harmony (3-0) The study of chord building and chord connection including keyboard harmony; triads and their inversions; cadences, modulations to related keys, simple non-harmonic tones, seventh chords, original part-writing exercises. Must be taken concurrently with Music 111T, 121T respectively.

Prerequisite: Ability to read simple music notation. Required of music majors.

Music 113L, 123L —Introduction to Music (3-0) A general survey of the development of the art of music designed to provide a basic understanding of the principal periods and styles of music literature; origins, folk music, plainsong, vocal and instrumental forms, elementary acoustics, biographical sketches, bibliography, and an elementary understanding of the piano keyboard.

No prerequisites for Music 113L; open to non-music majors. Required of music majors.

Music 113N — Foundations in Musical Performance (3-0) Emphasis is upon participation and in gaining the necessary skill for satisfactory performance in playing an instrument, listening, and creating rhythmic responses. Development of increasing ability to manage notation (music reading) is achieved through the use of pre-instruments. Designed specifically for the non-music major.

Music 111R — Perspective In Jazz (1-0) A lecture-discussion class concerning topics in the area of jazz, with special emphasis on the development and contribution of jazz in American culture.

Music 211T, 221T — Advanced Ear Training and Sight Singing (2-0) Continuation of dictation and sight singing studies, including the C clefs, modulation, and chromatic intervals. Must be taken concurrently with Music 213T, 223T respectively.

Prerequisite: Music 121T. Required of music majors.

Music 213T, 223T — Advanced Harmony (3-0) A further study of harmony and an introduction to counterpoint; the ninth, eleventh and thirteenth chords, chromatically altered chords, modulation to distant keys, the decorative material of harmony; a survey of the five species. Must be taken concurrently with Music 211T, 221T, respectively.

Prerequisite: Music 123T. Required of music majors.

Musical Organizations

Music 112B, 122B — Band (1-4)

Music 212B, 222B — Band (1-4)

The official Apache Band, open to any student who has had suitable training. Five hours per week.

Music 112S — Stage Band (1-2)

Music 122S — Stage Band (1-2)

Music 112Ch-1, 122Ch-1 (1-3)

Music 212Ch-1, 222Ch-1 (1-3)

A mixed chorus organized for the purpose of singing the more important works of vocal ensemble. Members of this group engage in a wide variety of public performance. Open to students by audition. Four hours per week.

Music 113O, 123O — Symphony Orchestra

Music 213O, 223O — Symphony Orchestra

Open to advanced instrumental students. Members are given practical training in professional orchestral routine in the East Texas Symphony Orchestra.

Admission by audition. Four hours per week.

Music 111D, 121D — Concert Band (1-2)

Music 211D, 221D — Concert Band (1-2)

An instrumental group which performs symphonic wind ensemble and band repertoire. Open to any student in the college by audition.

Music 111E, 121E, 211E, 221E — Brass Ensemble (1-2) Class instruction in the performance of brass instruments using small ensemble music.

Music 111H, 121H — Harmony and Understanding (0-3)

Music 211H, 221H — Harmony and Understanding (0-3)

A highly select vocal ensemble. Students are admitted after competitive auditions. Students admitted must concurrently be members of the college choir.

Professional Nursing (RN)*

The Tyler Junior College, Medical Center Hospital, and Mother Frances Hospital cooperatively operate the Texas Eastern School of Nursing as a separate, non-profit corporation.

Students desiring to enroll in the three-year diploma program should make application directly to the Director of Recruitment at 801 Clinic Drive, Tyler, Texas. Those accepted by the Nursing School receive their first two years of instruction through Tyler Junior College with liberal arts and science courses taught on the college campus. Nursing classes throughout the entire three year program are taught at TESN.

*Should not be confused with Vocational Nursing (LVN curriculum also in this catalog)

The School of Nursing is fully accredited by the National League for Nursing and the Board of Nurse Examiners for the State of Texas. Graduates are eligible to take the examination for certification as Registered Professional Nurses (RN).

Students satisfactorily meeting the requirements set by Tyler Junior College and Texas Eastern School of Nursing receive an Associate in Science degree at the completion of all courses listed under the two-year TESN curriculum which follows.

TESN CURRICULUM PLAN FOR NURSING STUDENTS

Semester I	**Semester II**
English 113	English 123
Nursing 114	Nursing 124
Biology 113B	Biology 123B
Chemistry 114A*	Biology 114A**
Psychology 213*	Sociology 213**

The freshman class is divided into two groups to allow for smaller groups and better instruction.

*Group I: take these courses in the Fall; Group II in the Spring

**Group I: take these courses in the Spring; Group II in the Fall

Summer Session I	**Summer Session II**
History 213	History 223
Government 213	
Semester III	**Semester IV**
Nursing 216A	Nursing 216C
Nursing 216B	Nursing 226
Government 223	Psychology 223A

Semesters V & VI — See the catalog of the Texas Eastern School of Nursing.

Nursing 114 — Fundamentals of Nursing (4-9) This initial level one course is a 16-week study designed to aid the student in developing ideas, attitudes, knowledges, and skills basic to the practice to nursing. Emphasis in this course is placed on man as a social and biological being; man as the recipient of health care and high-level wellness. Concepts related to mental health, pharmacodynamics, nutrition, and community wellness

are included. Experiences are planned through classroom instruction, skills labs, and clinical practices. The students enrolled in this course will participate in eight weeks of clinical practices in the hospitals. This course serves as prerequisite to all other nursing courses.

Nursing 124 — Fundamentals of Nursing (4-9) The second level one nursing course is a sixteen week plan of study designed to expand the student's knowledges and skills related to man as a social and biological being, man as the recipient of health care, and the illness-well continuem. Content threads of mental health, operating room nursing, pharmacodynamics, nutrition, interpersonal relations, communication techniques, and community health are integrated into this course. Experiences are planned through classroom teaching, skills labs, and clinical practices. This course serves as a prerequisite to all level two and three nursing courses. Students enrolling in Nursing 124 must have successfully completed Nursing 114.

Nursing 216A — Medical and Surgical Nursing (3-8) This introductory course is designed to assist the student in becoming familiar with medical and surgical conditions primarily of the adult patient. The content is arranged according to the theory that learning proceeds from the simple to the complex. The systems approach is utilized with the intent of developing a foundation for succeeding subject matter. Concurrent guided clinical experience is provided in the local hospitals and community health experiences are provided when applicable.

Nursing 216B — Medical-Surgical Nursing (3-8) This 8 weeks course is a continuation of general information and trends applicable to most medical-surgical patients. Anatomical systems with specific conditions are presented in relation to diagnostic measures, classical pictures, pathology, medical and surgical management, rehabilitation and health teaching, with special emphasis on the nursing care of these patients. Concurrent guided clinical experience is provided in the local hospitals, and community health experiences are provided when applicable.

Nursing 216C — Medical-Surgical Nursing (3-8) This course is a study of nursing techniques and skills applied to the patient with neoplastic diseases and patients in need of surgical intervention. Emphasis is placed on total patient care as affected by the aseptic oriented environment and cyclic rotation experiences are provided for each student. Principles taught include, asepsis, mental health concepts, community health and health teaching. Concurrent laboratory practice is provided in

the local hospital.

Nursing 226 — Psychiatric Nursing, Principles and Practices (3-8) This course is designed to help the student develop a better understanding of man's behavior and how this relates to illness and health. A study of etiology, symptomology, course and treatment of common types of psychiatric disorders is presented. Emphasis is placed upon an understanding of the principles and methods employed in psychiatric nursing. The student should gain an appreciation of related social problems and an awareness of his/her responsibility in the community mental health program. Concurrent guided clinical laboratory practice is provided for the student at a local hospital and community mental health agencies in the Tyler Area.

Nursing Home Administration

This program provides a two-year course of theoretical and professional training at the college level, leading to the degree of Associate-in-Applied Science in Nursing Home Administration. The curriculum is so designed that upon successful completion the state license requirements regarding the associate degree will have been met.

Students will be able to provide leadership in therapeutic recreation as well as mastering subject matter pertaining to legal, physical, and financial management needed to succeed as a nursing home administrator.

NURSING HOME ADMINISTRATION CURRICULUM

Semester I
English 113
Speech 223A
Nursing Home Administration 113
Nursing Home Administration 113A
Approved Elective*

Semester II
Business Administration 214
Recreation Leadership 213
Nursing Home Administration 123
Nursing Home Administration 123A
Approved Elective*

Semester III
Government 213
Nursing Home Administration 216
Nursing Home Administration 213A
Approved Elective*

Semester IV
Psychology 213
Nursing Home Administration 226
Nursing Home Administration 224A
Approved Elective*

*Suggested Electives: English 223B — Technical Report Writing, Business Administration 113D — Business Mathematics, Government 223 — American State Government, Sociology 213 — Introduction to Sociology, Mid-Management 113B — Principles of Management, History 213 — History of the United States, History 223 — History of the United States

Nursing Home Administration 113 — Introduction to Nursing Home Administration (3-6) Review is made of the history and philosophy of nursing homes. Understanding and review and application of nursing home standards, the typical working organization, and the study of gerontology. Preparation of job descriptions for the nursing home staff. Review of the functions, methods, and procedures of administering a nursing home including policy writing for admission, discharge, patient care, transfer, emergency, operations, etc. The course assists the administrator in defining and relating the concepts, technology and other technical aspects of nursing home operation.

Nursing Home Administration 113A — Psychology of Patient Care (3-0) This course familiarizes the administrator with the personality dynamics involved in helping the geriatric patient adjust to his new dependent environment — understanding of problems specifically related to psychological, emotional, and social needs, with an introduction of alternate courses of action to meet these needs.

Nursing Home Administration 123 — Technology of Patient Care (3-0) This course includes a detailed study of the technical aspects of nursing home operation, including medical records, pharmacology, and medical terminology, patient care and nursing procedures, safety, physical therapy equipment, recreational therapy, and sanitation.

Nursing Home Administration 123A — Nursing Home Administration Law (3-0) Nature and scope of law; court system; law of contracts; principal and agent; business organizations, including partnerships and corporations; state community property laws, torts, bailments, employer/employee relationships; introduction to theory and practice of insurance as applicable to owners of nursing homes with emphasis on burden of financial loss, contractual arrangements and contracts; legal liabilities for bodily injury and property damage to patients and visitors. Medicare, Medicade, and government regulations; environmental health and safety regulations, local health and safety standards.

Nursing Home Administration 216 — Nursing Home Internship I (with seminar) (3-20) Management Internship supervised by a Preceptor-Administrator approved by the State Board of Licensure of Nursing Home Administrators, in an approved facility. Three hours classroom plus twenty hours of on-the-job administrative training per week. Critique of current job and its related experience and correlate these experiences to

classroom discussions of ways to assist the new entrant into the nursing home administrative career field.

Nursing Home Administration 213A — Financial Management of the Nursing Home (3-0) Techniques and strategies of financial information for management decision-making in the nursing home, emphasizing the budgeting process and relationships between statistical and financial data. Includes study of special accounting requirements of Medicare and other government programs.

Nursing Home Administration 226 — Nursing Home Administration Internship II (3-20) Management Internship supervised by a Preceptor-Administrator approved by the State Board of Licensure of Nursing Home Administrators, in an approved facility. Three hours classroom plus twenty hours of on-the-job administrative training per week. Critique of current job and its related experience, correlating these experiences to classroom discussions of ways to assist the new entrant into the nursing home administrative career field.

Nursing Home Administration 224A — Nutrition and Quantity Foods (3-1) Fundamental principles of nutrition and metabolic process. Food selection and quality of nutrients in normal and therapeutic diets related to needs of patient.

Food problems of institutions including menu planning, food costs, preparation, and serving in large quantities.

Ophthalmic Technician and Dispensing

The curriculum for Ophthalmic Technicians and Dispensing represents a carefully planned balance of theory and practice in all aspects of the profession. The purpose of the program is to prepare the student to apply the science of optics to the making and fitting of lenses and devices to aid in providing comfortable and efficient vision; to prepare the student to measure, adapt, and fit eyeglasses or contact lenses to the human face, for the aid of correction of visual or occular abnormalities; and to train the student in the use of measuring devices, instruments, machines and hand tools.

Students successfully completing this two-year program are awarded the Associate-in-Applied Science Degree.

OPHTHALMIC TECHNICIAN AND DISPENSING CURRICULUM

Semester I
English 113
Mathematics 123E*
Ophthalmic Dispensing 113
Ophthalmic Dispensing 113B
Physics 113

Semester II
Business Administration 113B
Ophthalmic Dispensing 123
Ophthalmic Dispensing 123A
Ophthalmic Dispensing 123B
Approved Elective**

Summer Session I
Ophthalmic Dispensing 113S

Summer Session II
Ophthalmic Dispensing 123S

Semester III
Ophthalmic Dispensing 213
Ophthalmic Dispensing 213A
Ophthalmic Dispensing 213B
Ophthalmic Dispensing 213C
or
Approved Elective**

Semester IV
Ophthalmic Dispensing 223
Ophthalmic Dispensing 223A
Ophthalmic Dispensing 223B
Ophthalmic Dispensing 223C
or
Approved Elective**
English 223B

Ophthalmic Dispensing 113 — Ophthalmic Materials and Laboratory I (2-4) The history and development of glass. Basic optical terminology. Fundamentals of lens manufacturing. Explanation of the functions of lens grinding and polishing machines. Computations for grinding lenses. Truing of tools and use of gauges.

Ophthalmic Dispensing 113B — Introduction to Lenses and Frame Measurements (3-0) This is an introduction to the study of the ethics, practices and responsibilities of the ophthalmic dispenser. Particular emphasis is placed on measurements as determined by lens and eye characteristics as well as frame selection in relation to the facial contour, facial features, and the patient's personality. Measuring of an individual's inner ocular distance to determine the placement of lenses is also studied.

Ophthalmic Dispensing 123 — Ophthalmic Materials and Laboratory II (2-4) Methods of grinding and polishing spherical and cylindrical surfaces. Use of the lens generating machines. Blocking lenses by hand and by machines. Principles of computing lens curves and thicknesses. Prism grinding. Use of laboratory charts. Methods for laying out and marking single vision and multifocal lens blanks. Special considerations in grinding and polishing complex prescriptions in glass and plastic lenses. Operation of the lens hardening machines.

*Student placement in mathematics classes is based upon the results of tests and subjects completed before admission.

**Suggested Electives: History, Government, Mid-Management 113B, Mid-Management 223.

Ophthalmic Dispensing 123A — Anatomy and Physiology of the Eye (3-0) A study of the anatomy and physiology of the eye and its associated structures such as the lids, lacrimal apparatus, muscles and the orbit. Topics include: structure and function of the cornea, lens and retina; refraction at plane and spherical surfaces, spherical surfaces and Prisms; thin lens optics, and Photometry.

Ophthalmic Dispensing 123B — Principles of Optics I (3-0) Basic concepts and principles of light as they are applicable to finished lenses in frames. The effects on light rays through proper and improper adjustment. Determination of correct lens for single vision, bifocal and prism lenses.

Ophthalmic Dispensing 213 — Ophthalmic Materials and Laboratory III (3-4) Interpretation and analysis of the shop order. Selecting the proper tools and blanks. Preparation of lens for cutting and edging to size. Operation of the automatic edging and beveling machines. Hand edging of lenses. Practice in inserting lenses into plastic and metal frames. Drilling and mounting lenses into rimless spectacles. Special techniques in handling plastic lenses. Instruction in use of the lensometer and vertometer. Evaluation and analysis of completed spectacles for accuracy and quality.

Ophthalmic Dispensing 213A — Ophthalmic Dispensing I (5-4) Study of the ethics, practices and responsibilities of the ophthalmic dispenser. Taking occular measurements. The use of various measuring instruments. Prescription analysis and interpretation of single vision, multifocal and prism lenses. Considerations in making glasses for occupational use. Tinted lenses and their uses. Principles and techniques of skillful fitting and adjusting of spectacles.

Ophthalmic Dispensing 213B — Principles of Optics II (3-0) A continuation of Principles of Optics I. Topics include occupational lenses, industrial safety requirements and close circuit television, microscopic spectacles, O.S.H.A., Subnormal vision aids, use of magnifiers, loupes, projection devices and telescopic spectacles.

Ophthalmic Dispensing 223 — Contact Lenses (2-4) An introduction to contact lens theory and construction. Topics include history, development and manufacture of contact lens, use of lens modification units, buffing, polishing contact lens, instructions on verification of lenses, training for teaching patients insertion and removal techniques and hygiene care of contact lens. Course will include conventional lens, flex type

lenses and soft lenses.

Ophthalmic Dispensing 223A — Ophthalmic Dispensing II (3-5) Psychology of dispensing. Consideration of style and fashion in eyeware. Dispensing procedures relating to bifocals and complex prescriptions. Considerations of the visual problems of the aphakic patient. Techniques of fitting and adjusting of plastic, metal and rimless spectacles. Dispensing of occupational spectacles. Office management. Evaluation and analysis of completed spectacles for accuracy and quality.

Ophthalmic Dispensing 223B — Special Visual Aids (2-2) A comprehensive review of all materials required for licensing by the N.A.O. Topics include technical application of types of lenses, affects of prescriptions and actual fabrication of various types of prescriptions and adaptation to a patient.

Ophthalmic Dispensing 113S (0-20), 123S (0-20), 213C (0-12), and 223C (0-12) — Practicum. Practical experience in offices and laboratories of dispensing opticians. Assignments in work related experiences will be rotated to enable the student to obtain experience in all types of Ophthalmic Dispensing.

Ornamental Horticulture

This program is designed to provide a basic education plan which will prepare graduates for technician-level employment in either the landscaping or nursery industry for which Tyler is so well known. Emphasis will be placed on the skills necessary to be successful in landscape service, nursery operation, greenhouse production, garden center business and florist business.

ORNAMENTAL HORTICULTURE CURRICULUM

Semester I
Agriculture 123B
Horticulture 113A
Horticulture 113B
English 113
Mathematics 113E
Psychology 111

Semester II
Horticulture 123
Horticulture 123A
Biology 124B
Mid-Management 113S
Horticulture 123B**
or
Approved Elective*

Semester III
Horticulture 213
Horticulture 213A
Horticulture 213C**
or
Horticulture 213B*
Mid-Management 223
Horticulture 213D*
or
Approved Elective**

Semester IV
Horticulture 223
Horticulture 223A
Horticulture 223C**
or
Horticulture 223B*
Business Administration 113A
Horticulture 223D*
or
Horticulture 223E**

Horticulture 113A — Landscape Plant Materials I (1-3) This course covers the identification and classification of landscape trees and the study of their characteristics and landscape uses. The course will cover ornamental trees, evergreen trees, shade trees, and some fruit and nut trees.

Horticulture 113B — Horticulture Chemicals (3-2) A study of the nature, mode of action and use of insecticides, fungicides, herbicides, plant hormones, and fertilizers. A survey of chemical regulations will be included.

Horticulture 123 — Landscape Plant Materials II (1-3) This course stresses the identification and classification of shrubs, vines, ground covers and selected flowers and landscapes.

Horticulture 123A — Herbaceous and Tropical Plants (2-3) This course is concerned with identification, culture, and use of ornamental herbaceous plants grown in homes, indoor and outdoor gardens, shopping malls, and other commercial buildings and conservatories.

Suggested Electives: English 223B, Speech 223A, Mid-Management 113B, Mid-Management 113C, Mid-Management 123, Home Economics 124, History, Government.

**Students will take these courses for Greenhouse Nursery Specialization

*Students will take these courses for Landscape Nursery Specialization

Horticulture 123B — Floral Art I (2-4) An introduction into the basic elements that comprise the usual language of floral art. Emphasis is placed on a basic understanding of living colors and textures on a two dimensional scale as it would apply to the florist industry.

Horticulture 213 — Greenhouse Horticulture (2-3) This course covers the construction and operation of such ornamental horticulture production structures as greenhouses, bath houses, hotbeds, and cold frames. Stress is on effective environmental control and efficiency in production operations.

Horticulture 213A — Nursery Operation (2-3) In this course, emphasis is placed on the propagation of landscape plants, transplanting and proper care in the nursery.

Horticulture 213B — Landscape Design (2-4) This course gives basic principles of landscape design through proper selection of plants for commercial and residential landscapes.

Horticulture 213C — Floral Design (2-4) A study of the basic principles of floral design using flowers and other materials to create special and unusual floral designs.

Horticulture 213D — Fundamentals of Landscaping (1-5) This course provides instruction in the basic concepts and practices used in preparing landscape plans, specifications, and cost estimates.

Horticulture 223 — Ornamental Crop Production (2-3) The stress of this course is advanced methods in nursery and greenhouse crop production. Emphasis is put on container grown plants, selected pot plant production, and field production.

Horticulture 223A — Seminar (2-2) This course presents the student with some problem-solving methods used in the industry. Emphasis is placed on supervisory jobs in various fields of ornamental horticulture, analysis of skills, and the actual supervision and training of ornamental horticulture workers.

Horticulture 223B — Landscape Planning Management (2-4) This course provides advanced instruction and study in landscape business operation and the application of landscape principles and practices. It will cover industry structure, management, selling and advanced skills.

Horticulture 223C — Florist Management (2-4) This course is an advanced study of business operations in the florist business. It is a study of the structure of the industry, management practices, marketing methods, and selected advanced

techniques in floral art.

Horticulture 223D — Landscape Development (1-5) This course covers the planning and landscape operations, the proper care of landscape plants and construction of landscape structures. It includes pruning and training of trees and shrubs, the culture of select grasses and installation of drainage and irrigation systems.

Horticulture 223E — Floral Art II (2-4) A continuation of Floral Art I with emphasis on the three dimensional concepts as applied to the florist industry.

Petroleum Technology

Students successfully completing this program receive the Associate-in-Applied Science Degree.

The petroleum technology curriculum is established with the advice and co-operation of employers and workers in the oil fields to provide preliminary training for workers in various aspects of petroleum development and production. The oil industry requires employees with training in locating, drilling and maintaining wells, and in handling and refining petroleum products.

While scientific background and related information is included in the technology course, major emphasis is upon operation in the oil field, with opportunity for field trips and for employment.

Petroleum technology majors have available training in four broad areas: exploration, development, marketing, and construction and maintenance. The two-year program listed below is the pattern suggested for students who plan to enter the petroleum industry in the field of exploration and development.

PETROLEUM TECHNOLOGY CURRICULUM

Semester I
Petroleum Technology 112A
Petroleum Technology 112B
Petroleum Technology 113
English 113
Mathematics 113E*
Electronics 113P

Semester II
Petroleum Technology 121
Petroleum Technology 123
Petroleum Technology 122A
English 223B
Mathematics 123E*
Drafting 111

Semester III
Petroleum Technology 213
Petroleum Technology 212A
Petroleum Technology 213A
Mathematics 113T*
Electronics 213P
Approved Elective**

Semester IV
Petroleum Technology 222
Petroleum Technology 222A
Petroleum Technology 222B
Petroleum Technology 222C
Physics 113
Drafting 223B

*Student placement in mathematics classes is based upon the results of tests and subjects completed before admission.

**Suggested Electives: Geology 114, Geology 124, Chemistry 114, Chemistry 124, History, Government.

Petroleum Technology

Petroleum Technology 113 — Petroleum Development (3-0) Exploration methods, principles of oil field development, spacing of wells, rotary and cable tool drilling methods, drilling fluids, directional drilling, oil field hydrology, well completion practices.

Petroleum Technology 112A — Rotary Drilling Fluids (1-3) Testing methods, determining drilling fluid characteristics, drilling fluid problems, use of special drilling fluids, laboratory exercises consisting of practice in altering the properties of fresh water and special drilling fluids for drilling through troublesome zones with the rotary system.

Petroleum Technology 112B — Drilling Equipment Field Laboratory (2-2) Trips to examine different types of drilling equipment in actual operation in the field. Also trips to service companies to study their drilling tools.

Petroleum Technology 121 — Oil Field Records (1-1) A study of records kept by oil companies and reports made within companies and to the railroad commission.

Petroleum Technology 123 — Production Methods (3-0) Methods of production of oil, including lease layout and operation, operation of treating equipment, well stimulation and work over.

Petroleum Technology 122A — Production Equipment Field Laboratory (2-2) Trips to examine different types of production equipment and treating equipment in actual operation and gas lift.

Petroleum Technology 212A — Well Logging Methods (2-0) A study of theories of electrical, micro-electrical radiation, optical chemical, and mechanical well logging methods and application of these theories, field examples and problems.

Petroleum Technology 213 — Introduction to Petroleum Industry (3-0) General study of the industry, including history of the industry, chemistry of petroleum, its occurrence in nature and its importance in the world economy, leasing and royalty exploration, drilling and production methods, conservation, transportation and refining, economics of the oil industry.

Petroleum Technology 213A — Petroleum Laboratory Methods (2-3) Tests made in the oil industry. Emulsion breaking, field tests made on crude oil, elementary refinery tests, corrosion tests, and lubricating oil tests and subsurface laboratory methods.

Petroleum Technology 222 — Planetable Surveying for Geophysics (1-3) Use of the planetable and alidade in surveying as applies to use by geophysical party.

Petroleum Technology 222A — Natural Gas Production (2-0) Field handling of natural gas, study of methods, equipment technology of natural gas.

Petroleum Technology 222B — Geophysical Methods (2-1) Theory of geophysical methods; one complete problem in Seismic coverage of an area.

Petroleum Technology 222C — Hydraulics for Petroleum Technologists (2-0) Hydraulics in drilling, in oil pipelines, and in artificial lift.

Physical Education

Through the program of Physical Education, opportunity is provided for each student to gain knowledge and skill in many recreational activities to achieve a present level of physical fitness and to develop an understanding of the role of continued participation in exercise for total health and personal enjoyment of leisure time.

A program of intramurals is provided in addition to the activity classes which are required of all freshmen, meeting two hours per week for one semester hour of credit. Many students elect to meet the additional year's requirement included in the 4-year degree plans of most colleges and universities.

SUGGESTED COURSE PLAN FOR PHYSICAL EDUCATION MAJORS

Semester I	Semester II
English 113	English 123
History 213	History 223
Biology 114C	Biology 124C
Physical Education*	Physical Education*
Physical Education,* Math,* or Elective*	Physical Education,* Math,* or Elective*
Physical Education*(activity)	Physical Education*(activity)
Psychology 111	

*See a Tyler Junior College counselor for specific courses in this department and for the suggested course plan for Semesters III and IV.

ACTIVITY COURSES FOR THE PHYSICAL EDUCATION REQUIREMENT:

Physical Education 111, 121, 211, 221 (0-2) Includes such activities as calisthenics, isometrics, karate, football, basketball, volleyball, track, tennis, softball, and other physical fitness activities.

Physical Education 111A, 121A, 211A, 221A (0-2) Girl's P. E. — basketball team.

111B — Basketball and Softball (0-2) (2nd semester)

111C — Speedball and Volleyball (0-2) (1st semester)

111D — Archery and Badminton (0-2)

111E — Beginning Tennis (0-2) Basic skills and techniques of tennis.

121E — Intermediate Tennis (0-2) Practice in basic skills; addition of strategy and intermediate strokes.

221E — Advanced Intermediate Tennis (0-2) Stroke development and practice in game situations.

111F — Beginning Modern Dance (0-2) (Open to Speech and Drama Majors) — Poise, balance and self-expression through fundamental dance movements.

211F — Intermediate Modern Dance (0-2) (Open to Speech and Drama Majors) Continuation of 111F.

121F — Skilled Techniques for Modern Dance (0-2) Emphasis on dance composition and choreography.

221F — Modern Dance Performance Lab (0-2) Advanced skills in composition.

111G — Beginning Gymnastics (0-2) Includes tumbling, uneven parallel bars, balance beam, trampoline, and floor exercise.

211G — Intermediate Gymnastics (0-2) More advanced level of gymnastic activities.

111H — Folk Dance (0-2) International dances and their historic development.

111J, 121J — Flag Football (0-2)

111K, 121K — Basketball (0-2)

111L, 121L — Weight Training (0-2)

111M — Body Mechanics (0-2) Concerned with figure, posture, physical performance ability, and exercise.

111N, 121N — Soccer (0-2)

111P — Physical Fitness (0-2)

111T, 121T, 211T, 221T — Advanced Tennis (0-2) A course for men and women desiring to participate in intercollegiate tennis. Admission by consent of the instructor.

ACTIVITY COURSES FOR
PHYSICAL EDUCATION MAJORS AND MINORS:

These courses are designed to include teaching techniques and drills in the various sports, as well as practice in the skills and strategy of each sport.

221M — Body Mechanics (1-2) (Offered spring semester odd numbered years)

211C — Speedball and Volleyball (1-2) (Offered fall semester odd numbered years)

221D — Badminton and Archery (1-2) (Offered spring semester even numbered years)

211F — Modern Dance (1-2) (Offered fall semester even numbered years)

Physical Education Theory Courses

Physical Education 113 — Methods (3-0) The organization and administration of physical education in the public schools. The course of study for physical education as recommended by the Texas State Department of Education for high schools is used as a basis for study. Laboratory periods are devoted to actual problems in the field.

Physical Education 123 — Methods (3-0) A continuation of Physical Education 113 with special attention given to problems in the physical education fields.

Physical Education 113A — Theory of Football and Track (3-0)

Physical Education 113T — Theory of Tennis (3-0)

Physical Education 123A — Theory of Basketball and Baseball (3-0)

Physical Education 113G — Theory of Golf (3-0)

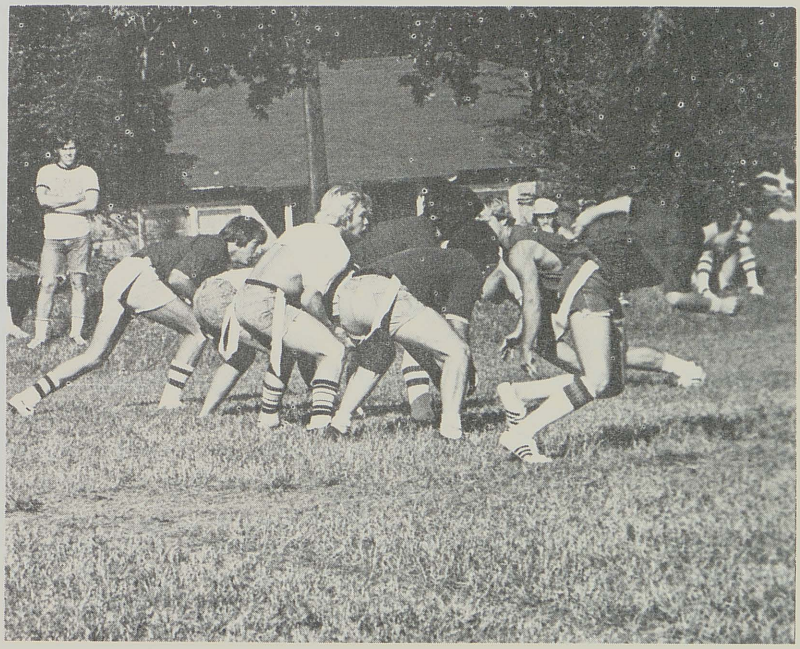
Physical Education 123G — Theory of Golf (3-0) A continuation of 113G.

Physical Education 213 — Health and Hygiene (3-0) A study of personal and community health. A study is made of causative factors of diseases, their means of transmission and prevention.

Physical Education 213A — First Aid (3-0) Training for ARC Standard, Advanced and Instructor's first aid cards (when certified instructor available). Students meeting the requirements for each of these programs awarded ARC certificates.

Physical Education 223 — Sports Understanding (3-0) This course is especially designed for those who wish to develop a complete understanding of sports both major and minor. Rules, terminology, and finesse are studied.

Physical Education 223A — Athletic Training and Conditioning (3-0) A course in the practical and theoretical study of massage, taping, bandaging, care of sprains, bruises, strains and wounds. A course designed to acquaint the student with the problems of the athletic training room and to provide him with the practical instruction to aid in the solution of these same problems.



Physical Education 223B — Sports Appreciation for Spectators (3-0) A course specifically designed as an elective course for all students who desire a broader knowledge of major and minor sports. Rules, terminology, and the finer points of many sports are studied.

Physical Education 113H — Foundations of Physical Education (3-0) A survey of the field of physical education, its historical development and philosophy as well as an analysis of contemporary concepts of program direction and content.

Physical Education 123H — Concepts of Healthful Living (3-0) Presentation of current scientific and technical information in matters related to health, emphasizing a person's need to understand factors in the culture influencing health and his responsibility as a consumer and citizen, including such areas as consumer health, nutrition; mental health, tobacco, alcohol, and drugs, family life, environmental health, and disease.

Physical Education 113C — Art of Daily Living (3-0) A course designed to place emphasis on the needs and activities of the individual student to assist in making proper adjustments. The fundamental aim is to develop self-assurance through knowledge that one's health, appearance, clothes, styling, make-up, and posture are correct. Students are given personalized instruction with respect to their own problems. By means of lectures, demonstrations, practice, and opportunities to perform in public, an effort is made to develop in the student greater poise and alertness. Instruction includes techniques for balance and control of movement, selection and care of clothing.

Physical Education 123C — Art of Daily Living (3-0) A continuation of Physical Education 113C.

Physical Education 213C — Appreciation of Dance (3-2) Basic fundamentals and interpretations of dance; the principles and applications applied to the interpretation of modern and conventional dance.

Physical Education 223C — Appreciation of Dance (3-2) A continuation of Physical Education 213C.

Physics

Physics is the fundamental physical science. The study of physics provides background for engineering, industrial research and development, medicine, teachers of science and biological sciences.

Students majoring in physics who do not receive advance placement in Mathematics 113A and 113B are encouraged to take these courses in the summer so that they may enroll in Mathematics 213A in the first semester of the freshman year.

SUGGESTED CURRICULUM FOR PHYSICS MAJORS

Semester I	Semester II*
English 113	English 123
History 213	History 223
Mathematics 213A	Mathematics 213B
Chemistry 114	Chemistry 124
Elective	Physics 124A
Psychology 111	Physical Education
Physical Education	

Physics 113 — Physics Problems (3-0) An introduction to general physics with emphasis on problem solving.

Physics 114B — General Physics (3-3) A course for pre-medical, biological science, pharmacy, architecture, and other students who need a two-semester technical course in physics. Fundamentals of classical mechanics, heat, and sound are discussed.

Physics 124B — General Physics (3-3) A continuation of Physics 114B. Electricity and magnetism, light, and modern physics are discussed.

Prerequisite: Physics 114B

Physics 124A — Mechanics (3-3) A course for students who intend to major in physics, chemistry, or mathematics, and for engineering students who have no physics background.

Prerequisite: Credit or registration in Mathematics 213A.

Physics 214A* — Advanced Physics (3-3) Heat, wave-motion, and optics are discussed.

Prerequisite: Physics 124A or Engineering 213 and credit or registration for Mathematics 213B.

Physics 224A* — Advanced Physics (3-3) Required of all engineering majors. Electricity and magnetism are discussed.

Prerequisite: Physics 124A or Engineering 213 and credit or registration for Mathematics 213B.

*See a Tyler Junior College counselor for the suggested courses for Semesters III and IV.

*Physics 214A - 224A are designed to meet the second year physics requirements of students in engineering, chemistry or mathematics.

Psychology

See the course plan for the Bachelor of Arts Degree in the Biology section of this catalog.

Psychology 111 — Freshman Orientation (1-0) Freshman Orientation is a course designed to help students bridge the gap between high school and college. Library usage, study habits, good attitudes, and budgeting of time are taught. The interpretation of standardized tests and vocational counseling are included in the course. Required of all beginning students unless excused by the Administrative Vice President.

Psychology 213 — Introductory Psychology (3-0) A study of the basic principles of psychology, bearing on individual differences, intelligence, the development of personality, growth, motivation, drives, emotions and learning.

Prerequisite: Sophomore standing.

Psychology 223 — Applied Psychology (3-0) The application of psychological principles to common adjustment and behavioral problems, career choice and everyday activities of life and work.

Prerequisite: Sophomore standing.

Psychology 223A — Child Growth and Development (3-0) How children grow and develop, the stages in the process and the physical, social, mental and emotional factors which influence growth and development up to adolescence are considered.

Ranch Management

(See Farm and Ranch Management)

Radiologic Technology

Tyler Junior College offers a cooperative program with Medical Center Hospital and Mother Frances Hospital designed to provide understanding, proficiency and skill in Radiologic Technology.

Upon completion of the program the student will be granted an Associate-in-Applied-Science Degree and will be eligible to apply for certification by the American Registry of Radiologic Technologists.

A balanced curriculum of general didactic and clinical courses offers the student an opportunity for cultural development as well as occupational competence. Clinical instruction is given at Medical Center Hospital and Mother Frances Hospital under the direction of radiologists, technical directors of the Radiology Departments, and clinical instructors. The didactic courses will be held on the Tyler Junior College campus.

Upon completion of the program the students should be able to make application of the material in the darkroom, the radiographic rooms and the fluoroscopic rooms. The duration of the program will be a minimum of twenty-four months. A minimum grade of 75 will be required on all Radiologic Technology courses.

Since enrollment in this program is necessarily limited, those applying for admission must make their application directly to the director of this program.

RADIOLOGIC TECHNOLOGY CURRICULUM

Semester I	**Semester II**
English 113	English 223B
Radiologic Technology 111	Radiologic Technology 123
Radiologic Technology 112	Radiologic Technology 123A
Radiologic Technology 113	Radiologic Technology 123B
Radiologic Technology 113A	Radiologic Technology 123C
Radiologic Technology 113B	
Summer Session I	**Summer Session II**
Radiologic Technology 113S	Radiologic Technology 123S
Semester III	**Semester IV**
Radiologic Technology 213	Radiologic Technology 223
Radiologic Technology 213A	Radiologic Technology 223A
Radiologic Technology 213C	Radiologic Technology 223B
Psychology 213	Approved Elective*
Approved Elective*	Approved Elective*
Summer Session III	**Summer Session IV**
Radiologic Technology 213S	Radiologic Technology 223S

Radiologic Technology 111 — Nursing Procedures (1-0) A course designed to acquaint the student with nursing procedures and techniques used in the general care of the patient with emphasis on the role of the radiologic technologist in various nursing situations.

*Suggested Electives: Sociology 213, Speech 223A, Government, Business Administration 113T

Radiologic Technology 112 — Clinical Practice I (2-25) The radiologists, technical directors of the Radiology Departments and clinical instructors will supervise students in the use and care of all equipment. The course consists of film critiques, sessions on departmental routines and additional study in any area of specialization in accordance with the needs of the individual student.

Radiologic Technology 113 — Radiologic Technology I (3-0) A general introduction to radiologic technology. This course covers orientation and elementary radiation protection, professional ethics, basic darkroom practices, principles of radiographic positioning and exposure and common radiographic procedures using contrast media.

Radiologic Technology 113A — Radiologic Physics I (3-0) A course presenting a general review of basic mathematic, mechanics, structure of matter and magnetism. This course also gives an introduction to electricity, electromagnetism and electric motors and generators.

Radiologic Technology 113B — Anatomy and Physiology (3-0) Presents the student basic instruction of the various systems, structures and organs of the body and their functions. This course enables the student to interpret accurately requests for x-ray examinations, to properly position the part to be radiographed, to recognize the structures and organs visualized and to understand the normal functions of organs as a basis for certain x-ray examinations.

Radiologic Technology 123 — Radiologic Physics II (3-0) A continuation of Radiologic Physics I. The course is designed to present the fundamentals of radiation physics and the basic principles underlying the operation of x-ray equipment and auxiliary devices.

Radiologic Technology 123A — Radiologic Technology II (3-0) A continuation of Radiologic Technology I and including pediatric radiology.

Radiologic Technology 123B — Basic Related Science I (3-0) A course designed to present instruction in darkroom chemistry and technique, medical terminology and topographic anatomy.

Radiologic Technology 123C — Clinical Practice II (3-25) A continuation of Clinical Practice I.

Radiologic Technology 113S — Clinical Practice III (3-37) A continuation of Clinical Practice II.

Radiologic Technology 123S — Clinical Practice IV (3-37) A continuation of Clinical Practice III.

Radiologic Technology 213 — Clinical Practice V (3-25) A continuation of Clinical Practice IV with experience in the nuclear medicine laboratory.

Radiologic Technology 213A — Basic Related Science II (3-0) A course designed to cover the study of protection to patient and personnel, radiation therapy and nuclear medicine procedures.

Radiologic Technology 213C — Radiologic Technology III (3-0) A continuation of Radiologic Technology II with advanced study in radiographic exposure and positioning and including intraoral radiography.

Radiologic Technology 223 — Clinical Practice VI (3-25) A continuation of Clinical Practice V. Includes training in radiation therapy given on an individual basis in the radiologist's private offices and experience in the special procedures department.

Radiologic Technology 223A — Radiologic Technology IV (3-0) This course consists of instruction dealing with equipment maintenance, administration of the radiology department and a general review.

Radiologic Technology 223B — Basic Related Science III (3-0) A course designed to cover the study of special procedures and medical and surgical diseases.

Radiologic Technology 213S — Clinical Practice VII (3-37) A continuation of Clinical Practice VI.

Radiologic Technology 223S — Clinical Practice VIII (3-37) A continuation of Clinical Practice VII.

Real Estate Management

Students successfully completing this program receive the Associate-in-Applied Science degree.

The curriculum is designed with formal classroom study combined with case studies and actual work experience to give the student a sound educational background for a career in the real estate industry as a real estate salesman, petroleum landman, land title insurance agent, property insurance agent, or a wide variety of other land-oriented careers.

The program provides an opportunity for students to complete the educational requirements for the Texas Real Estate Salesman or Broker's License and/or the Fire and Casualty Local Recording Agent's License.

REAL ESTATE MANAGEMENT CURRICULUM

Semester I
English 113
Business Administration 113B
Real Estate Management 113
Real Estate Management 113A
Real Estate Management 113D
Psychology 111

Semester II
English 223B
Real Estate Management 123
Real Estate Management 123A
Real Estate Management 123B
Real Estate Management 123C*
or Approved Elective**

Semester III
Business Administration 113
Business Administration 113C
Real Estate Management 113B
or
Real Estate Management 213B
Speech 223A
Real Estate Management 213C*
or Approved Elective**

Semester IV
Drafting 223B
Business Administration 213L
Real Estate Management 223
Real Estate Management 223A
Real Estate Management 213
or
Real Estate Management 223D
Real Estate Management 223C*
or Approved Elective**

Real Estate Management 113 — Principles and Practice of Real Estate (3-0) A general introductory course in real estate fundamentals and principles. Includes a study of the rudimentary principles of conveyancing; the general purposes and effects of deeds, deeds of trust, mortgages, liens, and other real estate contracts; fundamentals of agency; principles of real estate practice and ethics. Applicable towards real estate salesman's license.

Real Estate Management 113A — Real Estate Practice I (3-0) A study of the procedures and problems in establishing and conducting a real estate business. Includes establishing the office, securing and listing properties; showing properties; securing financing, and closing procedures; obligations between principal and agent; functions of a real estate business; professional practice and canons of ethics.

*Real Estate Internship includes twenty hours of supervised work experience each week with a one-hour related weekly seminar. Students are limited to only one internship course per semester and it cannot be taken alone.

**Suggested Electives: Agriculture 113G — Landscaping, Agriculture 123G — Floriculture, Business Administration 113A — Elementary Accounting, Business Administration 123A — Elementary Accounting, Home Economics 124, Mid-Management 223, Petroleum Technology 121, Farm and Ranch Management 123A

Real Estate Management 113B — Introduction to Land Records (3-3) A study of the history of Texas land from state ownership to private ownership including patents, land grants, public school lands. Requirements and methods of recording and maintaining public records in city, county, and state offices. Actual practice in methods of using public land records to determine ownership.

Real Estate Management 113D — Real Estate Mathematics (3-0) A study of mathematics and its application to real estate problems. Includes a brief review of fractions, percentages, and decimals. Calculations involving commissions, prorations, interest, land areas, and closing statements. Mathematics of blueprint reading, specification sheet, and construction estimating.

Real Estate Management 123 — Real Estate Law (3-0) A study of real estate law and procedure involving real property acquisition, ownership, and transfer including listing agreements, deeds, liens, mortgages, law of agency and governmental requirements. Applicable towards real estate broker's license.

Real Estate Management 123A — Real Estate Finance (3-0) An analysis of the procedures in financing and mathematics of real estate finance; where and how to obtain funds; security devices such as mortgages and related instruments; return of mortgage and equity capital. Problems, policies, and risk involved in financing various types of real property. Applicable towards real estate broker's license.

Real Estate Management 123B — Real Estate Appraising (3-0) A course designed to develop an understanding of the principles and methods of appraisals used in estimating market value of real property. Includes techniques and factors considered in appraising residential, commercial, and income property; preparation of appraisal reports. Applicable towards real estate broker's license.

Real Estate Management 213 — Methods in Land Title Investigation (3-3) An application of the techniques used in acquiring and analyzing information pertaining to land and mineral ownership; use of abstract and public records; information required in chaining land titles.

Prerequisite: Real Estate Management 113B or consent of instructor.

Real Estate Management 223 — Property Management I (3-0) Stresses the management, maintenance, rehabilitation,

purchase, and sale of residential, commercial, and industrial properties. Includes leases, rehabilitation, insurance, tax aspects, record keeping, public relations, and advertising.

Real Estate Management 223A — Real Estate Title Insurance, Abstract, Escrow and Closing Procedures (3-0) A case method presentation in escrow procedure including actual processing of sale escrows. This includes familiarization and drawing of documents, processing of and closing the escrow, prorations, and details appurtenant to efficient escrow processing.

Real Estate Management 213B — Fire and Casualty I (3-0) A study of the following types of fire and casualty insurance: fire insurance, legal liability and automobile insurance, general liability, homeowners and farmowners, workmen's compensation, crime, fidelity and surety, commercial multiple peril, inland marine, miscellaneous lines of insurance, fundamentals of rating.

Real Estate Management 223B — Real Estate Practice II (3-3) Students will be assigned tracts of land to determine surface, royalty and mineral ownership. Defects in ownership will be corrected by obtaining corrective instruments, affidavits, etc.

Prerequisites: Real Estate Management 213 or consent of instructor.

Real Estate Management 123C - 213C - 223C — Real Estate Internship (1-20) Internship is open only to students enrolled in the Real Estate Management Program. This provides actual work experience in the real estate office, fire and casualty insurance office, abstract and title insurance office, and the petroleum land management office. The student, the employer and the program coordinator develop an individual program for each student. The student is evaluated by both the employer and the program coordinator. Students employed full time in the field of real estate may not enroll in the internship courses.

Real Estate Management 223D — Fire and Casualty II (3-0) A continuation of Real Estate Management 213B. Real Estate Management 213B and 223D applicable toward the Fire and Casualty Local Recording Agent License.

Prerequisite: Real Estate Management 213B.

Recreation Leadership

Students successfully completing this program receive the Associate-in-Applied Science degree.

The objectives of the Recreation Leadership Department are:

To present subject matter which will enable the student to acquire basic knowledge and understanding necessary to program, organize and supervise a recreation program.

To offer the student a functionally unified educational program, with exposure to both theoretical principles and clinical experience and a range of elective specialization possibilities.

To assist the student to develop attitudes for effective relationships with program participants, co-workers and supervisors.

To motivate students and help them to realize self-satisfaction and a sense of achievement in their own lives.

It is the ultimate goal of the Recreation Leadership Department to stimulate the personal growth of each student and to elevate the standards of the recreational profession as a service to humanity.

The Recreation Leadership Department provides the opportunity for students to complete the educational and clinical requirements for professional certification with either: National Parks and Recreation Association, National Therapeutic Recreation Society or American Camping Association.

Students in Recreation Leadership programs are expected to provide their own uniforms, equipment, and transportation when needed.

RECREATION LEADERSHIP CURRICULUM

Semester I
English 113
Recreation 113
Recreation 113A
Recreation 113C
Recreation 113W

Semester II
Speech 113B
Recreation 123
Recreation 123A
Recreation 123B
Recreation 123C

Summer Session
Recreation 113S
Recreation 123S

Semester III
Psychology 213
Recreation 213
Recreation 213A
Recreation 213B
Recreation 213D

Semester IV
Sociology 213
Recreation 223
Recreation 223A
Recreation 223B
Recreation 223C

SPORTS FACILITIES MANAGEMENT TENNIS OPTION

Semester I
English 113
Business Administration 113A
Recreation 113
Recreation 113C
Recreation 113W

Summer Session
Recreation 113S
Recreation 123S

Semester III
Business Administration 113B
Psychology 213
Recreation 213
Recreation 213B
Recreation 213C

Semester II
English 123
Business Administration 123A
Recreation 123
Recreation 123B
Recreation 123C

Semester IV
Business Administration 213L
Sociology 213
Recreation 223B
Recreation 223C
Speech 113B

Recreation 113 — Introduction to Recreation Services (3-0) Introduces the basic fundamentals of the nature, scope and significance of organized recreation services. It includes a study of factors involved in the operation of basic recreation units, major program areas, organizational patterns and the interrelationship of special agencies and institutions which serve the recreation needs of society.

Recreation 113A — Handcraft (2-4) For recreational leaders, prospective teachers or workers with therapeutic art for hospital work or for anyone wishing to develop a hobby. Study and practice of weaving, modeling, carving and leathercraft.

Recreation 113C — Seminar (6-4) To properly acquaint the student with the nature and diversity of recreation programs and services available; all field work will occur in settings with distinctly different philosophies, organizational structures and clientele served.

Recreation 113S — Special Problems I (1-20) The assignment to a position of recreation leadership, involving planning, conducting and evaluating the work assignment. Student will be responsible for journal of activities and an evaluation of such.

Recreation 113W (formerly 223D) — Water Related Sports (3-3) This course is designed to acquaint the student with aquatic activities and their relationship to the recreation program. It is a practical course where participation is required to adequately obtain the skills and techniques of such activities as canoeing, angling and sailing. Time will be devoted to the organization of aquatic programs as well as to the operation and maintenance of water areas.

Recreation 123 — Social Recreation (2-2) Introduces methods and materials for planning, organizing and conducting social activities for groups of various sizes and ages in a variety of social situations. Emphasis is on the methods of planning and presenting a repertoire of activities for social recreation events. Major activities will be discussed, played, and/or demonstrated.

Recreation 123A — Science Crafts (2-4) To develop the student's creativity and aid him to become acquainted with the assets offered from the world in which he lives. Develops the use of nature-produced craft projects for his future programs.

Recreation 123B — Field Work I (1-15) A course designed to give the recreation student practical experience under supervision. The first experiences should have the student working with an agency leader as a junior leader. Experience will involve leadership responsibilities of planning, conducting, and evaluating an activity or program. Prerequisite: Seminar

Recreation 123C — Individual Lifetime Sports (2-2) A survey of the basic terminology, skills, and rules for selected individual lifetime sports and their use in recreation. Emphasis is on knowledge and understanding of the organization, administration, and promotion of sports which have carry-over value rather than on mastery of performance skills.

Recreation 123S — Special Problems II (1-20) Continuation of 113S. Prerequisite: Recreation 113S.

Recreation 213 — Group Leadership (3-0) Provides insight into the theory, principles, and practice of planning, organizing and conducting effective recreation programs for various groups. Emphasis is on group environment.

Recreation 213A — Outdoor Recreation (2-2) Includes study of the history, development, and trends of outdoor recreation,

conservation, and organized camping. Emphasis is on laboratory work, field trips, and the development of outdoor skills.

Recreation 213B — Field Work II (1-20) The second supervised course designed to give the student practical experience in developing recreation leadership skills. The student should work as a direct leader. Prerequisite: Seminar and Field Work I.

Recreation 213C — Camp and Club Management (3-0) The process of managing by planning, organizing, directing, coordinating, and controlling employees and participants is studied and practiced using case studies. Including a survey of: camp and club organization and structure; personnel, program; business management; health and safety; public relations; committees and boards; evaluation of operation and results; and the role of director.

Recreation 213D — Camp Counseling (3-0) A general survey of the camp counselor's duties and problems; this course provides an insight into the theories, principles and practices of good camp counseling. Course guidelines of the American Camping Association are followed and upon satisfactory completion of the course participants receive certification cards from the American Camping Association.

Recreation 223 — Ecological Concepts in Recreation (3-0) Stresses the ecological concepts relating man to his environment. It includes a study of natural resources such as land, water and air and their recreational benefits to man.

Recreation 223A — Folk, Square and Social Dancing (1-4) Through practical experience, the student will be instructed in the fundamental skills of folk, square and social dancing. Emphasis will be placed on promoting, planning, programming, and conducting these types of dances in a recreation setting.

Recreation 223B — Program Planning and Organization (3-0) A study of essential elements and basic principles involved in the organization, supervision, promotion and evaluation of various types of recreation programs. Emphasis is on organized programs and services.

Recreation 223C — Field Work III (1-20) The third course designed to give the recreation student practical experience under supervision. The student should work as an indirect leader by assisting a group or individual in planning, conducting and evaluating group or individual activities. Prerequisites: Seminar, Field Work I and II.

Religious Studies

Religious Studies courses for college credit at Tyler Junior College are taught in the Baptist Chair of Bible, the Bible Chair of the Texas Methodist Student Movement, the Fifth Street Presbyterian Bible Chair, and the Church of Christ Bible Chair.

The granting of college credit for such courses is on the following basis:

(1) All such courses must be based upon comprehensive syllabi approved by Tyler Junior College.
(2) Such courses may not be taught from a sectarian view point but must be historical or literary in nature.
(3) The teacher of such courses must meet the same standards of academic preparation as required of teachers in other academic disciplines in the college.
(4) A maximum of twelve semester hours will be accepted toward a degree.

SUGGESTED PROGRAM FOR RELIGIOUS STUDIES MAJORS

Semester I	**Semester II**
English 113	English 123
History 213	History 223
Science*	Science*
Religious Studies 113	Religious Studies 123
Foreign Language 114*	Foreign Language 124*
Physical Education*	Physical Education*
Psychology 111	

Religious Studies 111 — Selected Studies in the Old Testament (1-0) A brief course of study involving either an Old Testament book or theme.

Religious Studies 111A — Selected Studies in the New Testament (1-0) A brief course of study involving either a New Testament book or theme.

Religious Studies 111B — Selected Studies in Church History (1-0) A brief course of study involving either a general synopsis of church history, a particular era of church history or a history of the Bible.

Religious Studies 111C — An Introduction to Christianity (1-0) A brief course of study involving theological terms, great Bible themes, and a comparison of Christianity with other religions.

*See a Tyler Junior College counselor for specific courses in this department and for the suggested course plan for Semesters III and IV.

Religious Studies 113 — The History of Judaism (3-0) A history of Judaism during the Old Testament period as seen from the perspective of all the Old Testament writers.

Religious Studies 123 — History of Christianity (3-0) A history of Christianity during the New Testament period as seen from the perspective of all the New Testament writers.

Religious Studies 213 — Philosophy of Religion I (3-0) A study of the philosophy and teachings of Jesus Christ as viewed from the perspective of the writers of the Gospels.

Religious Studies 223 — Philosophy of Religion II (3-0) A study of the philosophy and teachings of Paul and their part in the early spread of Christianity as viewed from Acts and the Pauline writings.

Religious Studies 223A — World Religions (3-0) An interpretation of the fundamental insights, concepts, ideals, and customs of the major religions of the world.

Respiratory Therapy Technology

The two-year program leading to an Associate-in-Applied Science Degree in Respiratory Therapy prepares students for a paramedical specialty in the clinical management of respiratory disease. The respiratory therapist works under physician direction with other paramedical specialists and nurses in a hospital or institutional environment where multiple disciplines are necessary in the care of patients with respiratory distress or disease.

The didactic courses which are conducted on the campus, emphasize the background courses necessary for an education in paramedical science, i.e., biology, mathematics, physics, chemistry, english, and psychology. Respiratory courses consist of both classroom lectures and supervised laboratory-clinical practice.

The School of Respiratory Therapy has received "Preliminary Approval" from the Joint Review Committee on Respiratory Therapy Education, and thus graduates of the school at present meet the educational requirements of the American Registry of Inhalation Therapist for eligibility to take the national registry exams.

Since enrollment in this program is necessarilly limited, those applying for admission must make their application directly to the director of this program.

RESPIRATORY THERAPY CURRICULUM

Semester I
English 113
Biology 113B
Mathematics 113E*
Approved Elective
Respiratory Therapy 113
Psychology 111

Semester II
English 223B
Biology 123B
Physics 113
Respiratory Therapy 123
Respiratory Therapy 123A

Summer Session I
Respiratory Therapy 113S

Summer Session II
Respiratory Therapy 123S

Semester III
Chemistry 114A
Respiratory Therapy 213
Respiratory Therapy 213A
Respiratory Therapy 213B
Respiratory Therapy 213C

Semester IV
Psychology 223
Respiratory Therapy 223
Respiratory Therapy 223A
Respiratory Therapy 223B
Respiratory Therapy 223C

Respiratory Therapy 113 — Respiratory Therapy Orientation (3-7) This course is designed to orient the student to the medical and hospital practice, paramedical personnel, nursing and respiratory therapy. This course calls for seven hours of supervised clinical activity in addition to the lecture sessions.

Respiratory Therapy 123 — Basic Technology (3-4) A study of the basic techniques, procedures and equipment used in respiratory therapy.

Respiratory Therapy 123A — Clinical Laboratory I (3-10) A study of the basic techniques and procedures of respiratory therapy. Such applications as patient approach, patient comfort, patient movement and positioning, blood pressure, pulse, respiration and others are included.

Respiratory Therapy 113S — Clinical Practice I (5-35) The practice of basic procedures in respiratory therapy. The application of basic equipment used in respiratory therapy.

Respiratory Therapy 123S — Clinical Practice II (5-35) The practice of basic procedures in respiratory therapy. The application of basic equipment used in respiratory therapy.

Respiratory Therapy 213 — Clinical Topics I (4-0) A study of drugs used in respiratory therapy, laws, administration, use, effects and side-effects.

*Student placement in mathematics classes is based upon the results of tests and subjects completed before admission.

Respiratory Therapy 213A — Clinical Application (3-10) The study and practice related to clinical respiratory disease and patho-physiology in medical and surgical practice.

Respiratory Therapy 213B — Advanced Technology I (3-4) The fundamentals of respiratory therapy equipment behavior and respiratory therapy techniques. Evaluation of equipment and techniques.

Respiratory Therapy 213C — Clinical Topics II (3-0) Clinical topics related to respiratory disease and therapy, including basic clinical bacteriology, control of infection, and pathological processes.

Respiratory Therapy 223 — Management Topics (3-0) Management of respiratory therapy operations, including management, supervision, records, and economics.

Respiratory Therapy 223A — Clinical Application (3-0) (Continuation of Respiratory Therapy 213A)

Respiratory Therapy 223B — Advanced Technology II (3-0) A study of equipment and techniques in respiratory therapy and respiratory evaluation.

Respiratory Therapy 223C — Clinical Practice III (3-17) Clinical practice of respiratory therapy and related aspects of nursing arts. Experience as a practicing technician plus correlation with advanced clinical and technological concepts.

Sociology and Anthropology

See the Bachelor of Arts or Bachelor of Science plans in the Biology section of this catalog.

Anthropology 213 — Social Anthropology (3-0) A consideration of various forms of social institutions, such as the family, clan, kin groups, community, sodalities, religion, and government, found over the world and exemplified by such people as the Apache and Hopi Indians, Australians, Samoans and Hottentots. Various schools of Social Anthropology theory are summarized.

Anthropology 213A — Introduction to Anthropology (3-0) Principles of physical and cultural anthropology; analysis of the cultures of prehistoric and existing preliterate people; impact of modern western culture on preliterate societies.

Anthropology 223 — Cultural Anthropology (3-0) A comparative study of culture and social organization among primitive or preliterate societies. Emphasis upon marriage,

property, religion, magic and tribal control. Attention is also given to the significance of the study of primitive cultures for an understanding of urban industrial civilizations.

Sociology 213 — Introduction to Sociology (3-0) Basic concepts and principles of social behavior; relationships of culture and social interactions to human behavior; analysis of existing group structures and social organizations.

Prerequisite: Sophomore Standing.

Sociology 223 — Social Problems (3-0) Application of sociological concepts and methods to the analysis of current social problems which include juvenile delinquency, adult offenders, alcoholics, suicides, family disorganizations and crimes in the community.

Prerequisite: Sophomore Standing.

Speech and Drama

SUGGESTED COURSE PLAN FOR SPEECH AND/OR DRAMA MAJORS

Semester I	**Semester II**
English 113	English 123
History 213	History 223
Science*	Science*
Speech 113C	Speech 123A
Mathematics* or Foreign Language*	Mathematics* or Foreign Language*
Physical Education*	Physical Education*
Psychology 111	Forensics 121
Forensics 111	

Speech 111F, 121F, 211F, 221F — Forensics (0-3) A laboratory course for students who participate extensively in forensic activities.

Speech 111 — Parliamentary Procedure (1-0) A course covering correct procedure in the forming of an organization and how to conduct meetings properly.

Speech 113 — Public Speaking (3-0) Practice in platform delivery; planning, organizing and delivering general platform speeches. Principles and types of speeches involved in the areas of platform speaking, rhetoric and public address. Speech 113 and Speech 223A cannot both be counted for credit.

*See a Tyler Junior College counselor for specific courses in this department, and for the suggested program for Semesters III and IV.

Speech 113A — Fundamentals of Speech (3-0) This introductory course emphasizes the importance of communication, helps student recognize the elements necessary for good communication in personal, small group and public speaking. Theory, examples, and participation in different situations are used to improve the student's ability to be an effective sender and receiver of ideas.

Speech 113B — Speech for Prospective Teachers (3-0) Improvement in the prospective classroom teacher's self-command of the basic requirements of good speech; understanding the practical application of speech experience in guiding and promoting the learning of students. Speech 113A and Speech 113B cannot both be counted.

Speech 113C — Voice, Diction, and Phonetics (3-0) The basic principles of diction, including the physiological description and visual notation of speech sounds; the basic principles of voice development and interpretation; intensive practical application through classroom exercises and special projects to meet individual vocal needs and professional objectives. Speech 113A and Speech 113C cannot both be counted.

Speech 123A — Oral Interpretation (3-0) Theory and practice in understanding and interpreting the printed page; oral presentation of the various literary forms; individual projects in interpretative reading with continued development of an expressive voice.

Prerequisite: Speech 113A, 113C or consent of the instructor.

Speech 123B — Fundamentals of Acting (2-2) Theory and practice in bodily control, voice, pantomine, interpretation, characterization, and stage technique. Analysis and study of specific roles, principles of group movement, varied projects in group acting, application of principles in departmental productions.

Prerequisite: Speech 113C and/or Speech 123A.

Speech 123C — Basic Theatre Practice (3-2) Study and practice in the visual arts of the theatre. Includes an introduction to stagecraft and lighting. Three (3) hours lecture per week, and two (2) hours laboratory per week. Additional work on technical crews to provide practical experience.

Speech 123D — Introduction to Radio and Television Communication (2-3) A study of the principles of radio and television speaking, including the preparation of commercials, news

and program continuity. History, development and regulation of the broadcasting industry as a mass medium and social force. Practical experience operating control board and turntables in practice studio. Field trips to radio and television stations. Two lectures and four laboratory hours per week.

Prerequisite: Speech 113A or consent of instructor.

Speech 213A — Introduction to the Theatre (3-0) An introductory study of the history, art and aesthetics of drama, including an elementary consideration of plays and playwriting; the techniques and styles of acting and directing; present day techniques and theatre productions.

Prerequisite: Sophomore standing or consent of instructor.

Speech 213H — History of the Theatre (3-0) Development of theatre arts from the earliest times to sixteenth century.

Prerequisite: Sophomore standing.

Speech 223A — Business and Professional Speaking (3-0) Special types and techniques of speeches most common to business and professional people; theory and practice in business speech situations, personal conferences, oral reports, sales talks and occasional speeches.

Speech 223B — Introduction to Speech Correction and Audiology (3-0) An introduction to the study of the disorders of speech and hearing; types of disorders, causes, diagnosis and therapy methods used for correction.

Prerequisite: Sophomore standing.

Speech 223H — History of the Theatre (3-0) Development of theatre arts from seventeenth century through modern times.

Prerequisite: Sophomore standing.

Surveying

Students successfully completing this program receive the Associate-in-Applied Science Degree.

Surveying at Tyler Junior College was initiated at the request of land surveyors in the East Texas area. The courses offered are designed to teach the student the basic elements of surveying theory and to afford him enough supervised practice

to enable him, in two years time, to become a useful apprentice to this industry. Land surveying as such is emphasized and includes history, dendrology, marking corners, establishing boundaries, describing land by metes and bounds, calculating land areas, and the use of the Texas Coordinate System. Other phases of surveying taught are, topographic, construction, field mapping and route surveying.

SURVEYING CURRICULUM

Semester I
Surveying 113
Surveying 113A
English 113
Mathematics 113E*
Approved Elective**
Psychology 111

Semester II
Surveying 123
Surveying 123A
English 223B
Mathematics 123E*
Approved Elective**

Semester III
Surveying 213
Surveying 213A
Mathematics 113B
Speech 223A
Approved Elective**

Semester IV
Surveying 223
Surveying 223A
Surveying 223B
Drafting 223B
Approved Elective**

Surveying 113 — Introduction to Surveying (3-0) Definition of surveying; importance of and brief history; types of surveying and present status of the profession. The theory of measurements and errors, to include definitions of mistakes and errors, rounding off figures, significant figures, and accuracy and precision. Elementary basic methods of surveying computations. Must be taken concurrently with Surveying 113A.

Surveying 113A — Surveying Measurements Practice (2-5) Use and care of the 100-foot steel tape and engineer's level. Elementary field exercises in pacing and chaining (horizontal linear distance measuring) and leveling (vertical distance measuring). Instructions in sighting, signaling, and reading and setting verniers. Proper procedures of taking field data and recording same in surveying field notebooks using Reinhardt system of lettering. Must be taken concurrently with Surveying 113.

Surveying 123 — Land Surveying (3-0) Brief land history of Texas to include the disposition of the public domain; survey-

*Student placement in mathematics classes is based upon the results of tests and subjects completed before admission.
**Suggested Electives: Drafting 113A, Drafting 223B, Real Estate 123, Real Estate 113B

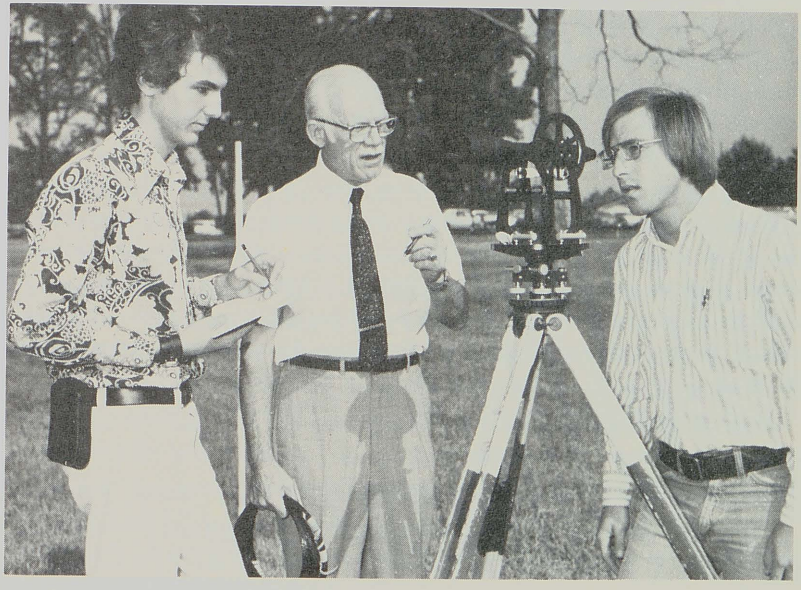
ing in Texas; surveying the public lands of the United States. More advanced methods of computations to include the use of basic trigonomentry functions in calculating land areas by the "double meridian distance" method, and also the use of basic analytic geometry in calculating land areas by coordinates. Must be taken concurrently with Surveying 123A.

Surveying 123A — Land Surveying Practice (2-5) Field exercises using the transit theodolite. Establishing and referencing monuments; turning and reading horizontal and vertical angles; the theory of the compass and magnetic declination; traversing using bearings, azimuths and deflection angles; and recording in surveying field notebooks. Must be taken concurrently with Surveying 123.

Surveying 213 — Topographic Surveying and Mapping (3-0) Definition and uses of the plane table and associated methods to include traversing, radiation, intersection, and resection; mapping and contouring; map projections; the Texas Coordinate System; basic field astronomy; and determination of meridian.

Must be taken concurrently with Surveying 213A.

Surveying 213A — Field Mapping Practice (2-5) The actual accomplishment of planimetric and topographic maps in the field; a brief consideration of dendrology and photogrammetry; and the requirements of subdivisions and the platting and filing of same. Must be taken concurrently with Surveying 213.



Surveying 223 — Route Surveying (3-0) Transportation systems to include office plans and field and aerial requirements for same; computations of horizontal circular curves and vertical parabolic curves; grades and cross-sections; plan-profile sheets; and earthwork estimates. Must be taken concurrently with Surveying 223A.

Surveying 223A — Route Surveying Practice (1-4) Field exercises to include the reconnaissance survey, preliminary survey, and location survey; centerline traverse and profile levels; right angle locations and cross-section construction stake setting; staking horizontal curves; and calculating cuts and fills and earthwork. Must be taken concurrently with Surveying 223.

Surveying 223B — Legal Principles of Boundary Location (3-0) Systems used to describe property; ownership and transfer of real property; locating sequence and simultaneous conveyances; reversion rights; riparial and littoral ownerships; the surveyor in court; and Texas land law questions and answers.

Vocational Nursing (LVN)

Vocational Nursing offers a curriculum leading to a Certificate of Proficiency. The curriculum is designed to prepare qualified individuals to give direct nursing care to patients of all age groups and to promote development of the individual as a responsible member of society. The graduates of this program are prepared for nursing practice in hospitals, clinics, nursing homes and other health agencies.

The curriculum is one year in length and students who complete the course successfully are eligible for the examination by the state board. Only students who have completed a course of training approved by the State Board of Vocational Nursing Examiners, and who have successfully passed the state licensing examination are authorized to practice as Licensed Vocational Nurses.

Since enrollment in this program is necessarily limited, those applying for admission must make their application directly to the director of this program.

The Admissions Committee selects the class on the basis of high school records, tests results and personal interview.

VOCATIONAL NURSING CURRICULUM

Semester I
Vocational Nursing 111
Vocational Nursing 111A
Vocational Nursing 111B
Vocational Nursing 112
Vocational Nursing 113
Vocational Nursing 113A
Vocational Nursing 113B
Vocational Nursing 113C

Semester II
Vocational Nursing 122
Vocational Nursing 121
Vocational Nursing 126
Vocational Nursing 124

Summer Session
Vocational Nursing 133
Vocational Nursing 139

Vocational Nursing 111 — Personal and Vocational Adjustments I Introduction to nursing, nursing ethics, legal aspects, personal hygiene, licensure nursing associations and publications. (10 clock hours)

Vocational Nursing 111A — Nutrition Basic normal nutrition and nutrients required for maintaining health. Introduction to basic hospital diets. (Specific diet therapy to be incorporated in related subjects and in patient care.) (24 clock hours)

Vocational Nursing 111B — Mental Health & Mental Illness Basic principles of positive mental health and of psychiatric nursing. (24 clock hours)

Vocational Nursing 112 — Clinical Experience I This area of training consists of actual nursing experience gained through the assignment of duty periods, on a rotation basis, in each nursing area of the hospital. Supervised by the regular LVN instructor, the student is familiarized with the nursing responsibilities and requirements to be expected on accepting employment as a licensed Vocational Nurse. (128) clock hours)

Vocational Nursing 113 — Anatomy Basic Anatomy and physiology as a background for nursing skills and other subjects. (48 clock hours)

Vocational Nursing 113A — Pharmacology Weight systems, calculation of dosages, introduction to basic classification of drugs. Principles and techniques of drug administration, excluding infusions. (Specific drug therapy to be incorporated in medical-surgical, maternity and newborn and pediatric nursing.) (48 clock hours)

Vocational Nursing 113B — Maternity and Newborn Nursing Normal obstetrics, pregnancy through labor and delivery to postpartum inclusive of complications specific to obstetrics

and disease conditions affecting the course of obstetrics. Supportive care to include physical, emotional, and spiritual needs. Effects of drugs and diet on mother and child during prenatal and postpartum.

Immediate care of newborn, characteristics of newborn, complications of newborn related to pregnancy, labor and delivery. Nursing care of congenital abnormalities and birth injuries. (48 clock hours)

Vocational Nursing 113C — Disease Control & Prevention, Vocational Skills Basic microbiology for understanding the importance of maintaining cleanliness and disinfection in relation to prevention of disease, disease control and community health and resources.

Basic nursing concepts, nursing techniques. This area of training consists of actual nursing experience gained through supervised assignments in each nursing area in the hospital (176 clock hours)

Vocational Nursing 122 — Pediatric Nursing, Normal Growth & Development Nursing of children with childhood diseases and diseases specific to children. Effects of disease on growth and development. Nursing care inclusive of supportive measures in meeting physical and emotional needs. Calculation of pediatric dosages; incorporation of drug and diet therapy.

Growth and development from infancy through childhood, teens and reproductive years. (Deviations from normal and nursing care to be incorporated in related subjects.) (38 clock hours)

Vocational Nursing 121 — Geriatrics & First Aid Normal physical changes due to aging process. (Conditions and nursing care to be incorporated in medical-surgical nursing.)

Basic principles of emergency nursing measures. (22 clock hours)

Vocational Nursing 126 — Medical-Surgical Nursing I Nursing of conditions of illness requiring medical or surgical treatment. Care of aged. Supportive care inclusive of physical, emotional, and spiritual needs. Incorporation of specific drug and diet therapy. Practice in the administration of medications. (114 clock hours)

Vocational Nursing 124 — Clinical Experience II This area of training consists of actual nursing experience gained through the assignment of duty periods, on a rotation basis, in each nursing area of the hospital. Supervised by the regular RN/LVN instructor, the student is familiarized with the nursing responsibilities and requirements to be expected on accepting employment as a Licensed Vocational Nurse. (568 clock hours)

Vocational Nursing 133 — Medical-Surgical & Personal-Vocational Adjustments II Nursing of conditions of illness requiring medical or surgical treatment. Care of aged. Supportive care inclusive of physical, emotional, and spiritual needs. Incorporation of specific drug and diet therapy. Practice in the

administration of medications. Medical-Surgical I and Medical Surgical II add up to seven months. (60 clock hours)

Basic nursing concepts, nursing techniques.

Vocational Nursing 139 — Clinical Experience III This area of training consists of actual nursing experience gained through the assignment of duty periods, on a rotation basis, in each nursing area of the hospital. Supervised by the regular RN/LVN instructor, the student is familiarized with the nursing responsibilities and requirements to be expected on accepting employment as a Licensed Vocational Nurse. (480 clock hours)

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